



## User Guide – Taxpayer

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# Chapter 1

## User Guide Overview

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The ParishE-File.com User Guide is designed to help you electronically file Sales and Use Tax Returns and Hotel Tax Returns.

This guide provides information on using all available ParishE-File.com tools and options.

### Using the User Guide

The User Guide is organized into sections that describe tasks you may need to complete to file returns online. To use the guide most effectively, refer to it with a specific task in mind. Then consult the table of contents to locate the section of this guide that contains information on completing the task.

Throughout this guide, the term **user** is used to describe you or another person using the functions of ParishE-File.com. The information is intended to guide the Primary Standard User. Other types of users are defined by their privileges in the User Privileges Table in Chapter 12.

The term **you** refers to the person performing the functions in each section.

### Additional Information Resources

In addition to this user guide, other information resources are available:

#### Websites

The following websites can help answer questions you may have:

- [www.parishe-file.revenue.louisiana.gov/faq.aspx](http://www.parishe-file.revenue.louisiana.gov/faq.aspx) offers answers to frequently asked questions.
- [www.parishe-file.revenue.louisiana.gov/lookup/lookup.aspx](http://www.parishe-file.revenue.louisiana.gov/lookup/lookup.aspx) offers contact information and rate information for parishes in Louisiana.
- [www.revenue.louisiana.gov](http://www.revenue.louisiana.gov) offers tax information issued by the state of Louisiana.

#### Technical Support

You can contact Technical Support directly by clicking **Support** on the menu bar.

# Chapter 2

## Getting Started Using ParishE-File.com

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ParishE-File.com works best with the following applications on your system:

- A Portable Document Format (PDF) Reader. Install any version of the free program, Adobe Acrobat Reader. This program allows you to view and print PDF files. Details and system requirements for this software can be found at the Adobe website: <http://www.adobe.com/products/acrobat/readstep2.html>
- A web browser such as Internet Explorer Version 7.0 and newer or Mozilla Firefox version 6.0 and newer.
- A high-speed internet connection.

**Note:** The names of other companies, products and services may be the property of their respective owners.

### Starting ParishE-File.com

Start using ParishE-File.com by opening a web browser. Type [www.ParishE-File.com](http://www.ParishE-File.com) or <http://ParishE-File.revenue.louisiana.gov> in the browser's address bar. The homepage appears.

**HOME**      **LOOKUP**      **SUPPORT**

**Welcome to Parish E-File**

ParishE-File.com is an online tool that facilitates secure electronic filing of multiple parish sales and use tax returns and remittances to local taxing authorities throughout Louisiana from one centralized site.

ParishE-File, provided to you at no charge by the state or any local taxing authority, also offers an easy-to-use registration feature that allows taxpayers to subscribe to the system's services. Taxpayers will also be able to maintain their own identifying and demographic information.

**Sign In**  
Please enter your User Name and Password to continue.

User Name

Password

**Log In**

**Forgot your password?**  
[Click here.](#)

**Not a registered user?**  
[Sign up now!](#) Registration is free and it only takes a minute.

Practitioner filing for multiple companies.  
[Click Here](#)

## Using the ParishE-File.com Menu Bar

The menu bar appears at the top of every page on ParishE-File.com. Click directly on a label on the menu bar or place your mouse-pointer over the label to see the labels in the drop-down menus.



## Exiting ParishE-File.com

To end a session on ParishE-File.com, click the red **Log Off** button, beneath the menu bar.



# Chapter 3

## Setting Up a New Account

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This section helps you set up a new account from beginning to end.

By the end of this section, you will have created a ParishE-File.com account that allows you to easily:

- File returns online
- Pay returns online
- Search for parishes
- Search for the most recent tax rates
- Manage multiple users
- Customize your account

### Signing Up – New Account

The first step is to register a new account.

▼ **To sign up:**

1. Click **Sign Up Now**.



2. The **New Account** page appears.

[Home](#)    [Lookup](#)    [Support](#)    [FAQ](#)

### New Account

To start submitting your tax returns electronically, complete the following information and set up a user name and password.

Any personal information collected is used within Parish E-File to authenticate your account with the appropriate Taxing Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.

\* Denotes a required field

#### User Account Information

**First Name:**  \* (Enter your first name.)  
**Last Name:**  \* (Enter your last name.)  
**Phone:**  \* (Ex: 123-456-7890)  
**Fax:**  (Ex: 123-456-7890)  
**Email:**  \*  
**Confirm Email:**  \*

---

#### Corporate Information

Corporate information is used to create a physical business location. If your corporate information does not represent a physical business location and/or you would like to add additional physical business locations, you will be prompted to choose that option later in the setup process.

**Company:**  \* (Enter Business Location Name. This name will appear on your tax returns.)  
**Address 1:**  \*  
**Address 2:**   
**City:**  \*  
**State:**  \*  
**Zip:**  \*  
**Country:**  \*

**Business Type:**   
  Individual   
  Partnership   
  Corporation   
  LLC  
 LLP   
 Governmental   
 Non-Profit   
 Other

---

#### Mailing Address Same as Corporate Address

**Address 1:**  \*  
**Address 2:**   
**City:**  \*  
**State:**  \*  
**Zip:**  \*  
**Country:**  \*

---

**Username:**   
**Enter a New Password:**   
(Passwords must be between 6 and 10 characters in length, contain at least 1 number, and contain at least 1 upper case letter and 1 lower case letter.)  
**Confirm your New Password:**

---

By clicking 'Next' you will agree to the following:

I agree that the Sales and Use tax and Hotel tax returns I submit via Parish E-File shall be the legal equivalent of returns submitted on paper documents.

I agree that my user name and password will be the equivalent of my handwritten signature, as authorized by Louisiana Revised Statute 47:1520 and Louisiana Administrative Code 61:1.4905.

I am declaring that I am authorized to make payments from the bank account I will, or have entered, during the payment process of these transactions.

I am authorizing a direct payment to the appropriate Taxing Authorities as specified in the payment process.

I understand that if the banking information I enter is not valid or the financial institution will not accommodate the direct debit transfer request, I will have to pay additional interest and penalties if a payment is not completed timely.

3. In the fields, enter your contact information, business type, business location address, and mailing address.
4. In the **User Name** field, type a User Name.
5. In the **New Password** field, type a new password. In the **Confirm New Password** field, type the new password again.

6. Read the User Agreement Disclaimer. Click **Next**. The **Secret Question and Answer** page appears.

**Set Your Login Secret Question and Answer**

If you forget your password or must reset an expired password, you will be asked the question below and must provide the answer. The answer should be something that you will always know. Here are a few suggestions for the question:

- What is the first and last name of your first boyfriend or girlfriend? [Use this question?](#)
- Which phone number do you remember most from your childhood? [Use this question?](#)
- What was your favorite place to visit as a child? [Use this question?](#)
- Who is your favorite actor, musician, or artist? [Use this question?](#)
- What is your favorite hobby? [Use this question?](#)

Secret Question:

Secret Answer:  (20 Characters Max)

[SAVE](#) [BACK](#)

7. Click on a blue link next to a question to use that question or create your own question. Type the answer to the secret question in the field labeled **Secret Answer**. Click the **Save** button. The **File Return** page appears.

Click here.), 'Setup Returns' (Before you can file a new return, you must first setup the returns you wish to file. [Click here to setup returns.](#)), and 'New Authority Account Number' (If you do not have an Authority Account Number for the parish you wish to file to [Click here to apply.](#))."/>

[File Return](#) [My Returns](#) [Account Center](#) [Lookup](#) [Support](#) [FAQ](#)

Signed in as Screenshot [LOG OFF](#)

**File Return**

- **Business Locations**  
To setup additional Business Locations [Click here.](#)
- **Setup Returns**  
Before you can file a new return, you must first setup the returns you wish to file. [Click here to setup returns.](#)
- **New Authority Account Number**  
If you do not have an Authority Account Number for the parish you wish to file to [Click here to apply.](#)

8. Click the first blue link to setup multiple physical business locations. See **Managing Business Locations**.
9. Click the second blue link to setup returns. See **Managing Return Setup**.
10. Click the third blue link to apply for an Authority Account Number. See **Managing Business Locations**.

# Logging In

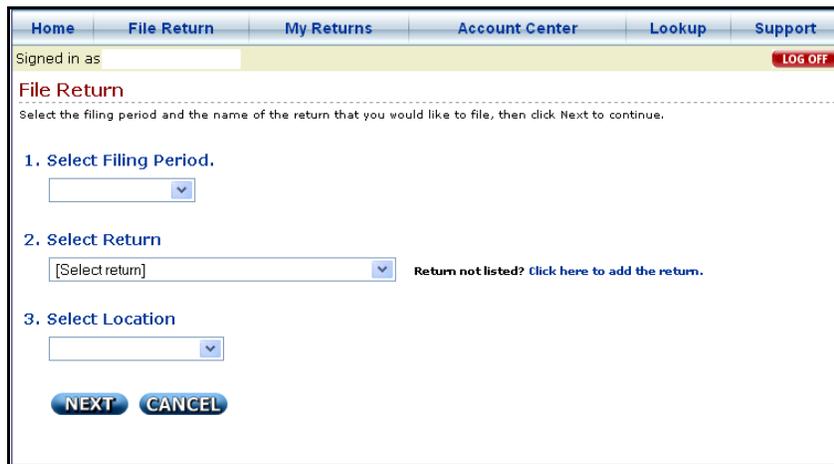
▼To log in:

1. In the **User Name** and **Password** fields, type your user name and password.



A login form with a light gray background. It contains two text input fields: the top one is labeled "User Name" and the bottom one is labeled "Password". Below the password field is a blue button with the text "Log In" in white.

2. Click **Log In**. The **File Return** page appears.



The "File Return" page features a navigation bar with tabs for "Home", "File Return", "My Returns", "Account Center", "Lookup", and "Support". Below the navigation bar, a yellow bar indicates the user is "Signed in as" with a "LOG OFF" button. The main content area is titled "File Return" and includes the instruction: "Select the filing period and the name of the return that you would like to file, then click Next to continue." The page contains three numbered steps, each with a dropdown menu: "1. Select Filing Period.", "2. Select Return" (with a link "Return not listed? Click here to add the return."), and "3. Select Location". At the bottom, there are two buttons: "NEXT" and "CANCEL".

# Chapter 4

## Managing Return Setup

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### Setting Up Returns

▼ To set up returns without an assigned Authority Account Number:

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Setup** from the drop-down menu. The **Return Setup** page appears.

File Return | My Returns | Account Center | Lookup | Support | FAQ

Signed in as RAMTestTaxpayer LOG OFF

### Return Setup

Before you can file a return, you must select the RETURN. Then enter the **Authority Account Number** and **Filing Status** provided by the **State or Local Taxing Authority**. This only needs to be done once for each return you wish to file.

To setup a return for the State of Louisiana, select **Louisiana Department of Revenue** from the drop-down menu labeled **Select Return**.

More information about Authority Account Numbers can be found in the description below that field and in the [FAQ](#).

#### Set up a new return

Select State:  
Louisiana

Return:  
[Select return]

Select Type:  
Sales Tax

Select Location:  
RAM Test Location 1  
[Physical Business Location not listed? Click here to add another business location.](#)

Authority Account Number:

If you have selected a Parish Return, enter the account number assigned to you by the parish. If you have selected the State Return, enter the 10-digit account number assigned to you by the state. Do not include spaces or dashes in any of the account numbers.

Filing Status:  
Monthly

**ADD RETURN**

3. If you applied for an Authority Account Number, the return is already set up and is listed with the Account No. as **Applied For**. You can file one return with this default account number. To apply for an Authority Account Number, see **Managing Business Locations**.
4. When you have been assigned an account number for a business location, edit the account number. See **Editing Returns**.

▼ To set up returns with an assigned Authority Account Number:

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Setup** from the drop-down menu. The **Return Setup** page appears.

File Return | My Returns | Account Center | Lookup | Support | FAQ

Signed in as RAMTestTaxpayer LOG OFF

### Return Setup

Before you can file a return, you must select the RETURN. Then enter the **Authority Account Number** and **Filing Status** provided by the **State or Local Taxing Authority**. This only needs to be done once for each return you wish to file.

To setup a return for the State of Louisiana, select **Louisiana Department of Revenue** from the drop-down menu labeled **Select Return**.

More information about Authority Account Numbers can be found in the description below that field and in the [FAQ](#).

#### Set up a new return

Select State:

Return:

Select Type:

Select Location:

Physical Business Location not listed? [Click here to add another business location.](#)

Authority Account Number:

If you have selected a Parish Return, enter the account number assigned to you by the parish. If you have selected the State Return, enter the 10-digit account number assigned to you by the state. Do not include spaces or dashes in any of the account numbers.

Filing Status:

**ADD RETURN**

3. Select a **State**, **Return**, **Location**, and **Filing Status** from the drop-down menus.
4. In the **Account No.** field, type the account number for the Location that was assigned to you by that parish.
5. Click **Add Return**. The return appears in the table.

**Return Information Table**  
 The returns below have already been set up. Click 'Edit' to update filing status or Authority Account Number. Then click 'Update' to save the information.

Return	Location	Account No.	Filing Status		
Acadia Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete
Allen Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete
Ascension Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete

6. Repeat the same steps to add additional returns.

## Editing Returns

### ▼ To edit a return:

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Setup** from the drop-down menu.
3. Click **Edit** in the row of the return.

**Return Information Table**  
 The returns below have already been set up. Click 'Edit' to update filing status or Authority Account Number. Then click 'Update' to save the information.

Return	Location	Account No.	Filing Status		
Acadia Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete
Allen Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete
Ascension Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete

- In the **Account No.** field, edit the Authority Account Number.
- In the **Filing Status** field, select a Filing Status from the drop-down menu.

**Return Information Table**  
Click 'Update' to save changes or 'Cancel' to undo any changes.

Return	Location	Account No.	Filing Status		
Acadia Parish	RAM Test Location 1	<input type="text"/>	Monthly <input type="button" value="v"/>	Update	Cancel Delete
Allen Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete
Ascension Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete

- Click **Update** to save the edited information.

## Deleting Returns

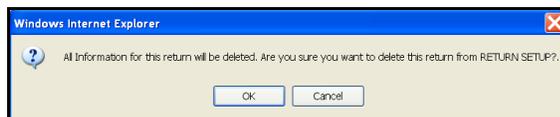
### ▼To delete a return:

- Place your mouse-pointer over **My Returns** on the menu bar.
- Select **Return Setup** from the drop-down menu. The **Return Setup** page appears.

**Return Information Table**  
The returns below have already been set up. Click 'Edit' to update filing status or Authority Account Number. Then click 'Update' to save the information.

Return	Location	Account No.	Filing Status		
Acadia Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete
Allen Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete
Ascension Parish	RAM Test Location 1	<input type="text"/>	Monthly	Edit	Delete

- Click **Delete** in the row of the return.
- A confirmation message appears and asks if you wish to delete the return.



- To delete the return, click **OK**.
- To cancel deletion, click **Cancel**.

# Chapter 5

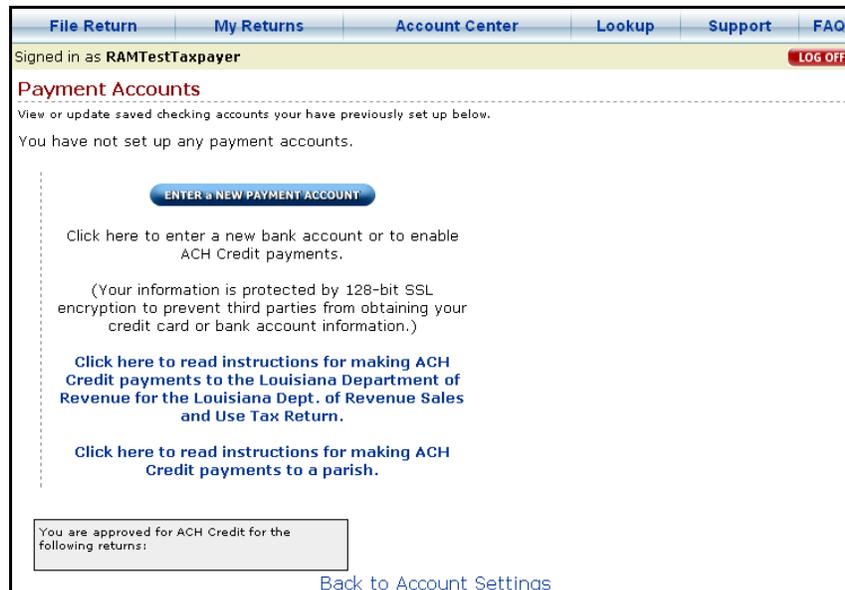
## Managing Payment Accounts

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### Setting up Payment Accounts from Checking

▼ To set up a payment account from checking:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Payment Accounts** from the drop-down menu. The **Payment Accounts** page appears.



3. Click the **Enter a New Payment Account** button. The **New Payment Account** page appears.

Signed in as **Tester** LOG OFF

### New Payment Account

Enter your account information below.

Name this payment account:  (Ex: "My Checking Account")  
 Make this my default payment account.

---

Account type: **Checking** ▾

Account number:

Routing number:

Bank Name:

---

What type of account is this?  Business  Individual

Business Name:

Address (Line 1):

Address (Line 2):

City:

State:  ▾

Zip:



John Doe  
123 Main Street  
CLDRECNE, US 98765-4321

11/22/44 1234

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

ANYBANK  
355 Main Street  
Anytown, US 12345-6789

⑆000000000⑆ 0000000000⑆ 1234

⑆000000000⑆ ⑆0000000000⑆

Routing No.      Account No.

The **routing number** is the nine-digit number between the **⑆** symbols.

The **account number** precedes the **⑆** symbol. Its length and position can vary from bank to bank.

If you have **Debit Protection** on your checking account, please go to the **LookUp** section and find the **Origination ID's** for the parishes you intend to file. These numbers need to be given to your bank.

To setup an ACH Credit account you must contact the Tax Authority and receive a password that authorizes you to use this payment method.

**SAVE**      **CANCEL**

4. In the **Name Payment Account** field, type a name for the payment account. This name is visible only to users making payments.
5. Click the checkbox to make this account your default payment account.
6. Select **Checking** from the drop-down menu.
7. Type your bank account information in the fields.
8. Click the circle next to **Business** or **Individual** to define the type of Checking Account.
9. In the **Address** fields, type the billing address associated with the checking account.
10. Click **Save**.

## Setting up Payment Accounts from Savings

### ▼ To set up a payment account from savings:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Payment Accounts** from the drop-down menu. The **Payment Accounts** page appears.

File Return | My Returns | Account Center | Lookup | Support | FAQ

Signed in as **RAMTestTaxpayer** LOG OFF

### Payment Accounts

View or update saved checking accounts your have previously set up below.

You have not set up any payment accounts.

[ENTER A NEW PAYMENT ACCOUNT](#)

Click here to enter a new bank account or to enable ACH Credit payments.

(Your information is protected by 128-bit SSL encryption to prevent third parties from obtaining your credit card or bank account information.)

[Click here to read instructions for making ACH Credit payments to the Louisiana Department of Revenue for the Louisiana Dept. of Revenue Sales and Use Tax Return.](#)

[Click here to read instructions for making ACH Credit payments to a parish.](#)

You are approved for ACH Credit for the following returns:

[Back to Account Settings](#)

- Click the **Enter a New Payment Account** button. The **New Payment Account** page appears.

Signed in as **Test** LOG OFF

### New Payment Account

Enter your account information below.

Name this payment account:  (Ex: "My Checking Account")

Make this my default payment account.

---

Account type: **Savings** ▼

Account number:

Routing number:

Bank Name:

---

What type of account is this?  Business  Individual

Business Name:  **RAMware**

Address (Line 1):  **7117 Florida Blvd.**

Address (Line 2):  **Suite306**

City:  **Baton Rouge**

State: **Louisiana** ▼

Zip:  **70806**



000000000
000000000

Routing No.
Account No.

The **routing number** is the nine-digit number between the **⑈** symbols.

The **account number** precedes the **⑈** symbol. Its length and position can vary from bank to bank.

If you have **Debit Protection** on your checking account, please go to the **LookUp** section and find the **Origination ID's** for the parishes you intend to file. These numbers need to be given to your bank.

To setup an ACH Credit account you must contact the Tax Authority and receive a password that authorizes you to use this payment method.

[SAVE](#)   [CANCEL](#)

- In the **Name Payment Account** field, type a name for the payment account. This name is visible only to users making payments.
- Click the checkbox to make this account your default payment account.
- Select **Savings** from the drop-down menu.
- Type your bank account information in the fields.
- Click the circle next to **Business** or **Individual** to define the type of Savings Account.
- In the **Address** fields, type the billing address associated with the savings account.

10. Click **Save**.

## Setting up ACH Credit Payment Accounts

▼ To set up an ACH Credit payment account:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Payment Accounts** from the drop-down menu. The **Payment Accounts** page appears.

The screenshot shows the 'Payment Accounts' page in the Account Center. The navigation bar includes 'File Return', 'My Returns', 'Account Center', 'Lookup', 'Support', and 'FAQ'. The user is signed in as 'RAMTestTaxpayer' and has a 'LOG OFF' button. The page title is 'Payment Accounts' and the subtitle is 'View or update saved checking accounts you have previously set up below.' The main content area states 'You have not set up any payment accounts.' and features a blue button labeled 'ENTER A NEW PAYMENT ACCOUNT'. Below the button, there is a message: 'Click here to enter a new bank account or to enable ACH Credit payments.' followed by a security notice: '(Your information is protected by 128-bit SSL encryption to prevent third parties from obtaining your credit card or bank account information.)'. There are two links: 'Click here to read instructions for making ACH Credit payments to the Louisiana Department of Revenue for the Louisiana Dept. of Revenue Sales and Use Tax Return.' and 'Click here to read instructions for making ACH Credit payments to a parish.' At the bottom, there is a box stating 'You are approved for ACH Credit for the following returns:' and a link 'Back to Account Settings'.

3. Click the **Enter a New Payment Account** button. The **New Payment Account** page appears.
4. In the **Name Payment Account** field, type a name for the payment account. This name is visible only to users making payments.
5. Click the checkbox to make this account your default payment account.
6. Select **ACH Credit** from the drop-down menu. A new form appears.

File Return | My Returns | Account Center | Lookup | Support | FAQ

Signed in as **RAMTestTaxpayer** LOG OFF

### New Payment Account

Enter your account information below.

Name this payment account:  (Ex: "My Checking Account")  
 Make this my default payment account.

Account type:

Tax Authority to Credit:

**ACH Credit Agreement/Instructions**

I agree to read the provided instructions and prepare the TXP Banking Convention Addenda Record accordingly.

I understand that one set of instructions applies to the ACH Credit payments being made to a parish only and the other set of instructions applies to the ACH Credit payments being made to the Louisiana Department of Revenue for the Louisiana Dept. of Revenue Sales and Use Tax Return only.

Also, I agree to transfer the total amount of funds due directly to each Local Taxing Authority's bank on the specified "file date." If I set the "file date" within 3 business days of the 20th day of the month (or the next business day if the 20th day falls on a weekend or holiday), I understand that if the funds are not in the Local Taxing Authority's bank by the "due date," my payment is subject to penalty and interest for an untimely payment.

If funds are transferred after the "due date," my payment is subject to penalty and interest and may also result in the revocation of ACH Credit privileges.

I understand that ACH Credit payments are only available to those taxpayers who file the corresponding tax return through ParishE-File.com, unless authorized otherwise by the Local Taxing Authority.

Please check the box to indicate that you have read and agree with this agreement completely.

7. Select the **Tax Authority to Credit** from the drop-down menu.
8. **Read the ACH Credit Agreement/Instructions.** Click the checkbox acknowledging that you have read and agree with the statement.
9. Click **Save**. The ACH Credit Accounts appear in the bottom table.
10. Click the blue links to print instructions for making ACH Credit payments.

File Return | My Returns | Account Center | Lookup | Support | FAQ

Signed in as **ramtesttaxpayer3** LOG OFF

### Payment Accounts

View or update saved checking accounts your have previously set up below.

Found 1 saved payment account.

**Checking (\*\*\*\*0000)**  
 Account Type: Checking  
 Account Number: \*\*\*\*0000  
 Import ID: 1393

Click here to enter a new bank account or to enable ACH Credit payments.

(Your information is protected by 128-bit SSL encryption to prevent third parties from obtaining your credit card or bank account information.)

[Click here to read instructions for making ACH Credit payments to the Louisiana Department of Revenue for the Louisiana Dept. of Revenue Sales and Use Tax Return.](#)

[Click here to read instructions for making ACH Credit payments to a parish.](#)

You are approved for ACH Credit for the following returns:				
Authority	Bank Name	Routing Number	Bank Account	Delete
Parish	Capital One, N.A.	065000090	<input type="text"/>	<input type="button" value="Delete"/>

[Back to Account Settings](#)

## Editing Payment Accounts - Checking and Savings

▼ To edit a checking or savings payment account:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Payment Accounts** from the drop-down menu. The **Payment Accounts** page appears.

File Return | My Returns | Account Center | Lookup | Support | FAQ

Signed in as **ramtesttaxpayer3** LOG OFF

### Payment Accounts

View or update saved checking accounts your have previously set up below.

Found 1 saved payment account.

**Checking (\*\*\*\*0000)**  
 Account Type: Checking  
 Account Number: \*\*\*\*0000  
 Import ID: 1393

[EDIT](#) [DELETE](#)

[ENTER a NEW PAYMENT ACCOUNT](#)

Click here to enter a new bank account or to enable ACH Credit payments.

(Your information is protected by 128-bit SSL encryption to prevent third parties from obtaining your credit card or bank account information.)

[Click here to read instructions for making ACH Credit payments to the Louisiana Department of Revenue for the Louisiana Dept. of Revenue Sales and Use Tax Return.](#)

[Click here to read instructions for making ACH Credit payments to a parish.](#)

You are approved for ACH Credit for the following returns:

Authority	Bank Name	Routing Number	Bank Account	Delete
Parish	Capital One, N.A.	065000090		<a href="#">Delete</a>

[Back to Account Settings](#)

3. Saved checking and savings payment accounts are in individual boxes in a column on the left side of the page.
4. Click the **Edit** button in the box of the payment account. The **View/Update Payment Information** page appears.

Signed in as **Test** LOG OFF

### View/Update Payment Information

Your bank/credit card account information appears below. To update this information, change the appropriate the values below and click the 'Save' button.

Name this payment account:  (Ex: "My Checking Account")

Make this my default payment account.

---

Account type:

Account number:

Routing number:

Bank Name:

What type of account is this?  Business  Individual

Business Name:

Address (Line 1):

Address (Line 2):

City:

State:

Zip:



000000000
000000000

Routing No.     Account No.

The **routing number** is the nine-digit number between the **⦿** symbols.

The **account number** precedes the **⦿** symbol. Its length and position can vary from bank to bank.

**If you have Debit Protection on your checking account, please go to the LookUp section and find the Origination ID's for the parishes you intend to file. These numbers need to be given to your bank.**

[SAVE](#) [BACK](#)

5. Type in the fields you wish to edit.
6. Click **Save**.

# Deleting Payment Accounts - Checking and Savings

## ▼To delete a checking or savings payment account:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Payment Accounts** from the drop-down menu. The **Payment Accounts** page appears.

File Return My Returns Account Center Lookup Support FAQ

Signed in as ramtesttaxpayer3 LOG OFF

### Payment Accounts

View or update saved checking accounts your have previously set up below.

Found 1 saved payment account.

**Checking (\*\*\*\*0000)**  
Account Type: Checking  
Account Number: \*\*\*\*0000  
Import ID: 1393

**EDIT DELETE**

**ENTER A NEW PAYMENT ACCOUNT**

Click here to enter a new bank account or to enable ACH Credit payments.

(Your information is protected by 128-bit SSL encryption to prevent third parties from obtaining your credit card or bank account information.)

[Click here to read instructions for making ACH Credit payments to the Louisiana Department of Revenue for the Louisiana Dept. of Revenue Sales and Use Tax Return.](#)

[Click here to read instructions for making ACH Credit payments to a parish.](#)

You are approved for ACH Credit for the following returns:				
Authority	Bank Name	Routing Number	Bank Account	
Parish	Capital One, N.A.	065000090	[redacted]	Delete

[Back to Account Settings](#)

3. Saved checking and savings payment accounts are in individual boxes in a column on the left side of the page.
4. Click the **Delete** button in the box of the payment account.
5. A confirmation message appears and asks you if you wish to delete the payment account.

Home File Return My Returns Account Center Lookup Support

Signed in as Test LOG OFF

### Are you sure you want to delete this payment account?

Removing this account will not affect payments already made with this account.

Name: **Checking (\*\*\*\*\*6789)**  
Type: **Checking**  
Account Number: **\*\*\*\*\*6789**  
Routing Number: [redacted]  
Billing Address: **Main Location  
7117 Florida Blvd  
Baton Rouge, LA 70806**

**Yes - DELETE this payment account.**

**No - BACK to previous screen.**

6. To delete the payment account, click **Yes – Delete**.
7. To cancel deletion, click **No – Back**.

# Deleting ACH Credit Payment Accounts

## ▼ To delete an ACH Credit payment account

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Payment Accounts** from the drop-down menu. The **Payment Accounts** page appears.

File Return My Returns Account Center Lookup Support FAQ

Signed in as ramtesttaxpayer3 LOG OFF

### Payment Accounts

View or update saved checking accounts your have previously set up below.

Found 1 saved payment account.

Account Type	Account Number	Import ID	EDIT	DELETE
Checking (****0000)	****0000	1393		

**ENTER a NEW PAYMENT ACCOUNT**

Click here to enter a new bank account or to enable ACH Credit payments.

(Your information is protected by 128-bit SSL encryption to prevent third parties from obtaining your credit card or bank account information.)

[Click here to read instructions for making ACH Credit payments to the Louisiana Department of Revenue for the Louisiana Dept. of Revenue Sales and Use Tax Return.](#)

[Click here to read instructions for making ACH Credit payments to a parish.](#)

You are approved for ACH Credit for the following returns:

Authority	Bank Name	Routing Number	Bank Account	Delete
Parish	Capital One, N.A.	065000090		Delete

[Back to Account Settings](#)

3. Returns with approved ACH Credit Payment Accounts are listed in a box on the bottom, left side of the page.
4. Click **Delete** next to the return. The return no longer appears in the list.

# Chapter 6

## Making Payments

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### Making Payments with Saved Payment Accounts

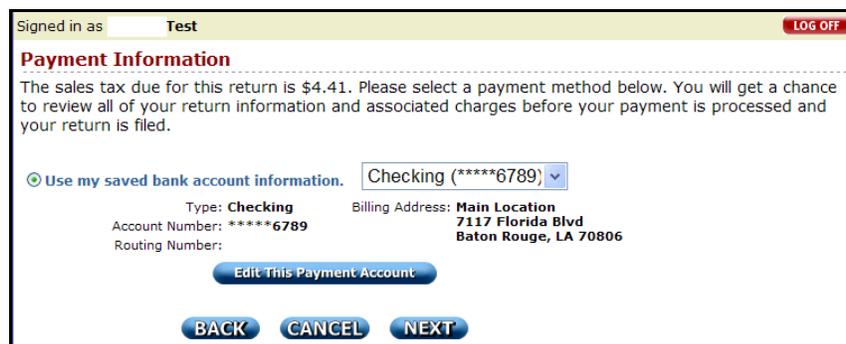
Making a payment is the final part of the filing process.

The following instructions assume that you have completed a return. Click the **Next** button on the Return page to continue to the Payment Information Page.

They also assume that you have filed a return that requires payment. If you have filed a zero or negative return, you will not make a payment. Follow normal filing procedures to receive a confirmation number.

▼ **To make a payment with a saved payment account:**

1. The **Payment Information** page appears.



The screenshot shows a web interface for the 'Payment Information' page. At the top, it says 'Signed in as Test' with a 'LOG OFF' button. The main heading is 'Payment Information'. Below this, a message states: 'The sales tax due for this return is \$4.41. Please select a payment method below. You will get a chance to review all of your return information and associated charges before your payment is processed and your return is filed.' There are two radio buttons: the first is selected and labeled 'Use my saved bank account information.', and the second is labeled 'Use a different account'. A dropdown menu is open, showing 'Checking (\*\*\*\*6789)'. Below the dropdown, the account details are displayed: 'Type: Checking', 'Account Number: \*\*\*\*6789', and 'Routing Number:'. To the right, the 'Billing Address' is shown as 'Main Location', '7117 Florida Blvd', and 'Baton Rouge, LA 70806'. There is an 'Edit This Payment Account' button. At the bottom, there are three buttons: 'BACK', 'CANCEL', and 'NEXT'.

2. Click the circle marked **Use my Saved Bank Account Information**.
3. Select a saved account from the drop-down menu. The account information and billing address appear.
4. If the information is correct, click **Next** to make a payment. The **Summary** page appears. See **Step 7**.
5. If the information is incorrect, click the **Edit this Payment Account** button. The **View/Update Payment Information** page appears.

Signed in as **Test** LOG OFF

### View/Update Payment Information

Your bank/credit card account information appears below. To update this information, change the appropriate the values below and click the 'Save' button.

Name this payment account:  (Ex: "My Checking Account")  
 Make this my default payment account.

---

Account type:  ▼  
 Account number:   
 Routing number:   
 Bank Name:

What type of account is this?  Business  Individual

Business Name:   
 Address (Line 1):   
 Address (Line 2):   
 City:   
 State:  ▼  
 Zip:

John Doe  
123 Main Street  
GLOUCESTER, MA 01930-4321  
Date: 11/22/2008 1234  
Pay to the order of \$ Dollars  
ANYBANK  
305 Main Street  
Anytown, MD 12345-6789  
For: 0000000000 0000000000 1234  
Routing No. Account No.

The **routing number** is the nine-digit number between the "⌘" symbols.  
 The **account number** precedes the "⌘" symbol. Its length and position can vary from bank to bank.

**If you have Debit Protection on your checking account, please go to the LookUp section and find the Origination ID's for the parishes you intend to file. These numbers need to be given to your bank.**

6. Type in the fields you wish to edit. Click **Save**. The **Payment Information** page appears again.
7. Click **Next** to make a payment. The **Summary** page appears.

Signed in as **Test** LOG OFF

### Summary

The following information will be transmitted to the taxing authority along with your return. If all of the information below is correct, click FILE RETURN to transmit your payment and tax return. **Only by clicking FILE RETURN will you receive a CONFIRMATION NUMBER.**

<b>Parish Sales Tax</b>	\$4.41
Convenience Fee	\$0.00
<b>Total</b>	<b>\$4.41</b>

**If the information above is correct, click FILE RETURN to transmit your return and payment to the taxing authority.**

<p><b>Company Information</b></p> <p><b>Name:</b> Another Location - Hotel  <b>Phone:</b> 225-215-0100  <b>Fax:</b>  <b>Mailing Address:</b> 7117 Florida Blvd.          Suite306          Baton Rouge, LA 70806  <b>Location Address:</b> 7799 Georgia Lane          Baton Rouge, LA 70806</p>	<p><b>Return Information</b></p> <p><b>Account Number:</b> 1112223  <b>Filing Period:</b> July 2008  <b>Filing Status:</b> Monthly</p>	<p><b>Payment Information</b></p> <p><b>Account Type:</b> Checking  <b>Account:</b> ****6789  <b>Routing Number:</b>  <b>Billing Address:</b> Main Location          7117 Florida Blvd          Baton Rouge, LA 70806</p>
---	--	---

Click Back if you need to make changes to your return or payment information.

8. To make changes to your return or payment information, click the **Back** button.
9. To file your return and make a payment, click the **File Return** button.
10. The **Confirmation Number** page appears with your confirmation number. Confirmation numbers do not indicate that a payment has been received by the taxing authority, but do indicate that your return has been filed and payment has been submitted.

Signed in as **Test** LOG OFF

**Your return has been successfully filed.**

\*\*\* Your confirmation number is **K2N576U5BJ** , \*\*\*

**\*Confirmation Numbers do not indicate that a payment has been received by the Authority, only that a return has been filed. What would you like to do next?**

**View/Print this Return**  
 - Click [here](#) to view or print a copy of this Return.  
 The return is in PDF format. In order to view this return, you will need [Adobe Reader](#).

**Start a New Return**  
 - Click [here](#) to file another new return.

**View/Edit Existing Returns**  
 - Click [here](#) to make corrections to this return or edit other existing returns.

Company Information	Return Information	Payment Information
<b>Name:</b> _____ <b>Company:</b> Another Location - Hotel <b>Phone:</b> 225-215-0100 <b>Fax:</b> _____ <b>Mailing Address:</b> 7117 Florida Blvd. Suite306 Baton Rouge, LA 70806 <b>Location Address:</b> 7799 Georgia Lane Baton Rouge, LA 70806	<b>Return Filed:</b> _____ Parish Sales Tax <b>Account Number:</b> 1112223 <b>Filing Period:</b> July 2008 <b>File Date:</b> 08/03/2008 <b>Time Submitted:</b> 08/03/2008 08:41 PM <b>Filing Status:</b> Monthly	<b>Account Type:</b> Checking <b>Account:</b> *****6789 <b>Routing Number:</b> _____ <b>Billing Address:</b> Main Location 7117 Florida Blvd Baton Rouge, LA 70806

## Making Payments without Saved Payment Accounts

▼ To make a payment without a saved payment account:

1. The **Payment Information** page appears.

Enter new account information.  Remember my account information so I don't have to enter it again.

Account type: **Checking** ▾

Account number: \_\_\_\_\_

Routing number: \_\_\_\_\_

What type of account is this?  Business  Individual

Business Name: **Main Location**

Address (Line 1): **7117 Florida Blvd**

Address (Line 2): \_\_\_\_\_

City: **Baton Rouge**

State: **Louisiana** ▾

Zip: **70806**

John Doe  
123 Main Street  
OLD BEACON, US 99760-4321

11/02/2008 444 1234

Date: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Pay to the order of \_\_\_\_\_

**ANYBANK**  
355 Main Street  
Anytown, US 12345-6789

For \_\_\_\_\_

⑆ 000000000 ⑆ 0000000000 ⑆ 1234

⑆ 000000000 ⑆ 0000000000 ⑆

Routing No. \_\_\_\_\_ Account No. \_\_\_\_\_

The **routing number** is the nine-digit number between the ⑆ symbols.

The **account number** precedes the ⑆ symbol. Its length and position can vary from bank to bank.

**Please do not use the routing number from a deposit slip.**

If you have **Debit Protection** on your checking account, please go to the LookUp section and find the Origin ID's for the parishes you intend to file. These numbers need to be given to your bank.

2. Click the circle marked **Enter New Account Information**.
3. Click the checkbox to **Remember my Account Information** if you wish to save this account information.
4. Select **Checking** or **Savings** from the drop-down menu.
5. Type your bank account information in the fields.
6. Click the circle next to **Business** or **Individual** to define the type of account.
7. In the **Billing Address** fields, keep the information that is automatically filled in or type in the fields.

- Click **Next** to make a payment. The **Summary** page appears.

Signed in as **Test** LOG OFF

### Summary

The following information will be transmitted to the taxing authority along with your return. If all of the information below is correct, click FILE RETURN to transmit your payment and tax return. **Only by clicking FILE RETURN will you receive a CONFIRMATION NUMBER.**

Parish Sales Tax	\$4.41
Convenience Fee	\$0.00
<b>Total</b>	<b>\$4.41</b>

**If the information above is correct, click FILE RETURN to transmit your return and payment to the taxing authority.**

Company Information	Return Information	Payment Information
<b>Name:</b> <b>Company:</b> Another Location - Hotel <b>Phone:</b> 225-215-0100 <b>Fax:</b> <b>Mailing Address:</b> 7117 Florida Blvd. Suite306 Baton Rouge, LA 70806 <b>Location Address:</b> 7799 Georgia Lane Baton Rouge, LA 70806	<b>Account Number:</b> 1112223 <b>Filing Period:</b> July 2008 <b>Filing Status:</b> Monthly	<b>Account Type:</b> Checking <b>Account:</b> *****6789 <b>Routing Number:</b> <b>Billing Address:</b> Main Location 7117 Florida Blvd Baton Rouge, LA 70806

**BACK** **CANCEL** Click Back if you need to make changes to your return or payment information.

- To make changes to your return or payment information, click the **Back** button.
- To file your return and make a payment, click the **File Return** button.
- The **Confirmation Number** page appears with your confirmation number. Confirmation numbers do not indicate that a payment has been received by the taxing authority, but do indicate that your return has been filed and payment has been submitted.

Signed in as **Test** LOG OFF

### Your return has been successfully filed.

\*\*\* Your confirmation number is **K2N576U5BJ** , \*\*\*

**\*Confirmation Numbers do not indicate that a payment has been received by the Authority, only that a return has been filed. What would you like to do next?**

**View/Print this Return**  
- [Click here](#) to view or print a copy of this Return.  
The return is in PDF format. In order to view this return, you will need [Adobe Reader](#).

**Start a New Return**  
- [Click here](#) to file another new return.

**View/Edit Existing Returns**  
- [Click here](#) to make corrections to this return or edit other existing returns.

Company Information	Return Information	Payment Information
<b>Name:</b> <b>Company:</b> Another Location - Hotel <b>Phone:</b> 225-215-0100 <b>Fax:</b> <b>Mailing Address:</b> 7117 Florida Blvd. Suite306 Baton Rouge, LA 70806 <b>Location Address:</b> 7799 Georgia Lane Baton Rouge, LA 70806	<b>Return Filed:</b> Tax Parish Sales <b>Account Number:</b> 1112223 <b>Filing Period:</b> July 2008 <b>File Date:</b> 08/03/2008 <b>Time Submitted:</b> 08/03/2008 08:41 PM <b>Filing Status:</b> Monthly	<b>Account Type:</b> Checking <b>Account:</b> *****6789 <b>Routing Number:</b> <b>Billing Address:</b> Main Location 7117 Florida Blvd Baton Rouge, LA 70806

# Making Payments with ACH Credit Payment Accounts

This type of account allows taxpayers to draft payment from their accounts at will. By making payments with ACH Credit, the taxpayer accepts full responsibility for making payments on time.

To make an ACH Credit payment you must apply for approval in advance of making a payment. See **Setting up Payment Accounts**.

▼ **To make a payment with an ACH Credit payment account:**

1. The **Payment Information** page appears.
2. Click the circle marked **Use my Saved Bank Account Information**.

Signed in as **Test** LOG OFF

### Payment Information

The sales tax due for this return is \$4.41. Please select a payment method below. You will get a chance to review all of your return information and associated charges before your payment is processed and your return is filed.

Use my saved bank account information. ACHCREDIT

Type: ACHCREDIT

BACK CANCEL NEXT

3. Select your **ACH Credit** account from the drop-down menu.
4. Click **Next** to make a payment. The **Summary** page appears.

Signed in as **Test** LOG OFF

### Summary

The following information will be transmitted to the taxing authority along with your return. If all of the information below is correct, click FILE RETURN to transmit your payment and tax return. Only by clicking FILE RETURN will you receive a CONFIRMATION NUMBER.

Parish Sales Tax	\$4.41
Convenience Fee	\$0.00
<b>Total</b>	<b>\$4.41</b>

FILE RETURN **If the information above is correct, click FILE RETURN to transmit your return and payment to the taxing authority.**

<b>Company Information</b>	<b>Return Information</b>	<b>Payment Information</b>
<b>Name:</b>	<b>Account Number:</b> 1112223	<b>Account Type:</b> ACHCREDIT
<b>Company:</b> Another Location - Hotel	<b>Filing Period:</b> July 2008	
<b>Phone:</b> 225-215-0100	<b>Filing Status:</b> Monthly	
<b>Fax:</b>		
<b>Mailing Address:</b> 7117 Florida Blvd. Suite306 Baton Rouge, LA 70806		
<b>Location Address:</b> 7799 Georgia Lane Baton Rouge, LA 70806		

BACK CANCEL Click Back if you need to make changes to your return or payment information.

5. To make changes to your return or payment information, click **Back**.
6. To file your return, click the **File Return** button.
7. The **Confirmation Number** page appears with your confirmation number. Confirmation numbers do not indicate that a payment has been received by the taxing authority, but do indicate that your return has been filed.

Signed in as **Test** LOG OFF

**Your return has been successfully filed.**

\*\*\* Your confirmation number is **CKMX6802GX** . \*\*\*

**\*Confirmation Numbers do not indicate that a payment has been received by the Authority, only that a return has been filed. What would you like to do next?**

**View/Print this Return**  
 - Click [here](#) to view or print a copy of this Return.  
 The return is in PDF format. In order to view this return, you will need [Adobe Reader](#).

**Start a New Return**  
 - Click [here](#) to file another new return.

**View/Edit Existing Returns**  
 - Click [here](#) to make corrections to this return or edit other existing returns.

Company Information	Return Information	Payment Information
<b>Name:</b> <input type="text"/> <b>Company:</b> Another Location - Hotel <b>Phone:</b> 225-215-0100 <b>Fax:</b> <b>Mailing Address:</b> 7117 Florida Blvd. Suite306 Baton Rouge, LA 70806 <b>Location Address:</b> 7799 Georgia Lane Baton Rouge, LA 70806	<b>Return Filed:</b> <input type="text"/> Parish Sales Tax <b>Account Number:</b> 1112223 <b>Filing Period:</b> July 2008 <b>File Date:</b> 08/03/2008 <b>Time Submitted:</b> 08/03/2008 08:47 PM <b>Filing Status:</b> Monthly	<b>Account Type:</b> ACHCREDIT

- You must make a payment by the file date printed on your return or you will be subject to penalties and interest.

## Troubleshoot Payments: Debit Protections, Withdrawal Filtering

### ▼ If you have Debit Protection or Withdrawal Filtering on your bank account:

To allow a parish to draft payments from your checking or savings accounts, you must provide the parish's bank Origination ID to your bank.

### ▼ To retrieve a parish's bank Origination ID:

- Click **Lookup** on the menu bar.

Home | File Return | My Returns | Account Center | **Lookup** | Support

Signed in as **RAMTestTaxpayer** LOG OFF

Returns Search:

**Contact Information:**

<b>Name:</b> <input type="text"/>	<b>Phone 1:</b> <input type="text"/>
<b>Agency:</b> <input type="text"/>	<b>Phone 2:</b> <input type="text"/>
<b>Address:</b> <input type="text"/>	<b>Fax:</b> <input type="text"/>
<b>Contact:</b> <input type="text"/>	
<b>Email:</b> <input type="text"/>	
<b>Website:</b> <input type="text"/>	
<b>Origination ID:</b> <input type="text" value="2726000009"/>	*** Provide this number to your bank if you have debit protection or filtering on withdrawals.

- Select a **Return** or **City** from the drop-down menus.
- Or, type a **Zip Code** in the field. Click **Go**.
- The **Origination ID** appears in the **Contact Information** table.  
**Note:** The Origination ID must have ten characters.

# Chapter 7

## Filing Returns

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### Filing Parish Returns

▼ To file a parish return:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **File Return** from the drop-down menu.

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'File Return', 'My Returns', 'Account Center', 'Lookup', and 'Support'. Below the menu, it says 'Signed in as' followed by a blank field and a 'LOG OFF' button. The main heading is 'File Return' with a sub-instruction: 'Select the filing period and the name of the return that you would like to file, then click Next to continue.' There are three numbered steps: 1. 'Select Filing Period' with a dropdown menu; 2. 'Select Return' with a dropdown menu containing '[Select return]' and a link 'Return not listed? Click here to add the return.'; 3. 'Select Location' with a dropdown menu. At the bottom are 'NEXT' and 'CANCEL' buttons.

3. Select the **Filing Period**, **Return**, and **Location** from the drop-down menus.
4. Click **Next**. The return appears.

The screenshot shows the 'Parish Sales and Use Tax (Other Location)' form. It displays 'Signed in as Test' and a 'LOG OFF' button. The form title is 'Parish Sales and Use Tax (Other Location)'. It shows 'Filing Period: Jul 2008' and 'Filing Status: Monthly'. To the right, it shows 'Due Date: 8/20/2008' and 'File Date: 7/15/2008' with a calendar icon. A warning message reads: '\*\* Return will not be filed and payment will not be processed until the FILE DATE specified above. \*\*'. At the bottom are 'CANCEL', 'SAVE', and 'NEXT' buttons.

5. Select the **File Date** by clicking the calendar icon next to the **File Date** field. A calendar will appear. Click a date on one of the months that display or use the arrows to navigate through months. Then click the date.

The screenshot shows a calendar for Tuesday, July 15, 2008. It displays two months: July 2008 and August 2008. The date 15 is highlighted in blue in the July calendar. The days of the week are abbreviated as Su, Mo, Tu, We, Th, Fr, Sa.

- Follow normal filing procedures.

**Note about Line 24:**

**Debit Memos** are memos issued by the parish if underpayment was made on a previous return. Including a debit memo on a current return will add the amount of the debit memo to the total amount owed on the current return. For example, to report a debit of \$500, type **500** in Line 24. You must also enter the debit memo ID and Issue Date provided to you by the parish in the green lines below Line 25.

**Credit Memos** are memos issued by the parish if overpayment was made on a previous return. Including a credit memo on a current return will deduct the amount of the credit memo from the total amount owed on the current return. For example, to report a credit of \$500, type **-500** in Line 24. You must also enter the credit memo ID and Issue Date provided to you by the parish in the green lines below Line 25.

1. Gross sales of tangible personal property, leases, and services		0.00																														
ALLOWABLE DEDUCTIONS																																
2. Sales for resale or further processing (Resale certificate on file)	0.00																															
3. Cash discounts, sales returns & allowances	0.00																															
4. Sales delivered or shipped outside this jurisdiction (does not apply to repairs)	0.00																															
5. Sales of gasoline and motor fuels	0.00																															
6. Sales to the U.S. government, the state of Louisiana, its political subdivisions and agencies	0.00																															
7. Sales of food paid for with USDA food stamps or WIC vouchers	0.00																															
OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)																																
8. Explain:		0.00																														
9. Explain:		0.00																														
10. Explain:		0.00																														
11. Total allowable deductions (Line 2 through Line 10)		0.00																														
12. Adjusted gross sales (Line 1 minus Line 11)		0.00																														
Click one of the buttons below to view the sales tax return lines for that jurisdiction.																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 20%;">A - 5.000%</td> <td style="text-align: center; width: 20%;">B - 5.000%</td> <td style="text-align: center; width: 20%;">C - 4.500%</td> <td style="text-align: center; width: 20%;">D - 4.500%</td> <td style="text-align: center; width: 20%;">E - 5.000%</td> </tr> <tr> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">F - 4.000%</td> <td colspan="2" style="text-align: center;">G - 4.000%</td> <td style="text-align: center;">H - 3.500%</td> </tr> <tr> <td colspan="2" style="text-align: center;">\$0.00</td> <td colspan="2" style="text-align: center;">\$0.00</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td colspan="4" style="text-align: center;">I - 3.000%</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">\$0.00</td> <td></td> </tr> </table>			A - 5.000%	B - 5.000%	C - 4.500%	D - 4.500%	E - 5.000%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	F - 4.000%		G - 4.000%		H - 3.500%	\$0.00		\$0.00		\$0.00	I - 3.000%					\$0.00				
A - 5.000%	B - 5.000%	C - 4.500%	D - 4.500%	E - 5.000%																												
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																												
F - 4.000%		G - 4.000%		H - 3.500%																												
\$0.00		\$0.00		\$0.00																												
I - 3.000%																																
\$0.00																																
13: Adj. Gross Sales per Column	<b>Parish (P.J.) School Board</b>	0.00																														
14: Purchases subject to use tax		0.00																														
15: (Line 13 plus Line 14)		0.00																														
16: Tax Due		0.00																														
17: Excess Tax Collected		0.00																														
18: Total (Line 16 Plus Line 17)		0.00																														
19: Vendor's Comp (1%)		0.00																														
20: Net Tax Due		0.00																														
21: Delinquent Penalty (5%)		0.00																														
22: Interest (1.25%)		0.00																														
23: Total Tax, Penalty && Interest Due		0.00																														
24: Tax Debit or Credit		0.00																														
25: Amount Due for this Column		0.00																														
If Line 24 is used please enter the Debit/Credit Memo ID : <input type="text"/> Issue Date (mm/dd/yyyy): <input type="text"/>																																
Comments: *Required for Negative Returns and Amended Returns																																
<input style="width: 100%; height: 20px;" type="text"/>																																
26. TOTAL REMITTED (TOTAL OF LINE 25 All Columns)		0.00																														

7. Click **Next**.
8. Continue following the on-screen instructions to file and pay your return. See **Making Payments**.

## Filing State Returns

### ▼ To file a state return:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **File Return** from the drop-down menu.

3. Select the **Filing Period**, **Return**, and **Location** from the drop-down menus.
4. Click **Next**. The return appears.

5. Select the **File Date** from the drop-down menu.
6. Type your **NAICS Code**, **Federal Employer ID**, and the **Owner's First and Last Name** in the fields.
7. Follow normal filing procedures.
8. Click **Next**.
9. Continue following the on-screen instructions to file and pay your return. See **Making Payments**.

# Filing Amended Returns

A taxpayer must meet four requirements before filing an amended **parish** return:

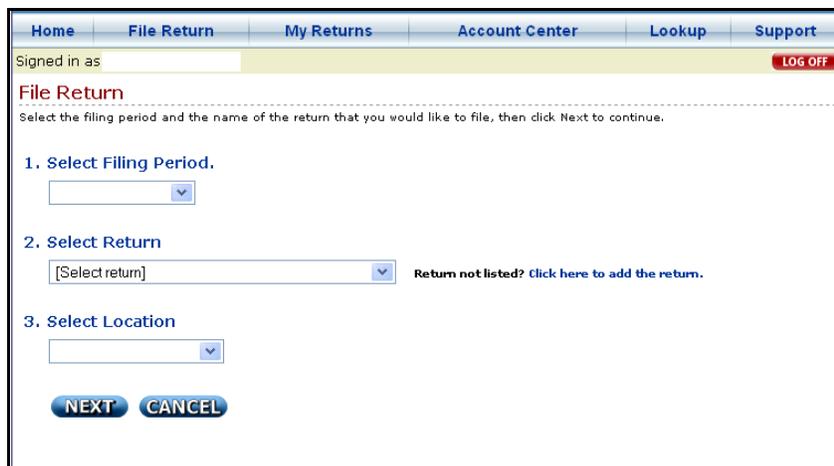
- The original return must have been filed on ParishE-File.com,
- The original return must have been filed on time,
- Line 24 (Credit Memo) must be blank on the original return,
- Line 24 (Credit Memo) must be blank on the amended return.

A taxpayer must meet two requirements before filing an amended **state** return:

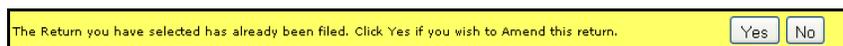
- The original return must have been filed on ParishE-File.com,
- The original return must have been filed on time.

## ▼ To file an amended return:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **File Return** from the drop-down menu.



3. Select the **Filing Period**, **Return**, and **Location** from the drop-down menus.
4. Click **Next**. The return appears with a confirmation message.



5. To continue filing the amended return, click **Yes**.
6. Make amendments to the return and follow normal filing procedures. Enter comments about the amended return in the box provided on the return form page.
7. To cancel filing the amended return, click **No**.

# Filing Delinquent Returns

## ▼ To file a delinquent return:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **File Return** from the drop-down menu.

3. Select the **Filing Period**, **Return**, and **Location** from the drop-down menus.
4. Click **Next**. The return appears with a warning message.

5. Follow normal filing procedures. Penalties and interest will be added to the total amount due during payment.

## Filing Negative Returns

### ▼ To file a negative return:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **File Return** from the drop-down menu.

3. Select the **Filing Period**, **Return**, and **Location** from the drop-down menus.
4. Click **Next**. The return appears.

5. Follow normal filing procedures. If the system calculates a negative amount a warning message will appear.



6. To generate a Claim for Refund, click **Yes**. The system generates a Claim for Refund using your contact and return information. The system sends this generated Claim for Refund to the taxing authority in the parish. Enter comments about the negative return in the box provided on the return form page.
7. To cancel generating a Claim for Refund, click **No**. You cannot continue filing a negative return until you agree to generate a Claim for Refund.

## Saving Returns While Filing

### ▼To save a return while filing:

Click the **Save** button located at the top or bottom of the return.

## Filing a Final Return (State)

### ▼To file a final return:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **File Return** from the drop-down menu.

A screenshot of a web application interface for filing a return. At the top is a navigation menu with links: Home, File Return, My Returns, Account Center, Lookup, and Support. Below the menu is a user status bar showing "Signed in as" followed by a red "LOG OFF" button. The main content area is titled "File Return" and contains the instruction: "Select the filing period and the name of the return that you would like to file, then click Next to continue." There are three numbered steps: 1. "Select Filing Period." with a dropdown menu. 2. "Select Return" with a dropdown menu showing "[Select return]" and a link "Return not listed? Click here to add the return." 3. "Select Location" with a dropdown menu. At the bottom of the form are two buttons: "NEXT" and "CANCEL".

3. Select the **Filing Period**, **Return**, and **Location** from the drop-down menus.
4. Click **Next**. The return appears.

**State of Louisiana Sales Tax Return R-1029 (7/07) (Other Location)**

**Filing Period:** Jul 2008    **Filing Status:** Monthly

**Due Date:** 8/20/2008    **File Date:**

\*\* Return will not be filed and payment will not be processed until the FILE DATE specified above. \*\*

\*\* Sales and use tax returns for the State of Louisiana with payments due must be filed before **midnight of the 19th** to be transmitted on time \*\*

**Additional Information Needed:**

NAICS Code:  [CLICK HERE to search for your NAICS code](#)

Federal Employer ID:

Owner First Name:

Owner Last Name:

5. Select the **File Date** from the drop-down menu.
6. Type your **NAICS Code**, **Federal Employer ID**, and the **Owner's First and Last Name** in the fields.
7. Follow normal filing procedures.
8. At the bottom of the return, click the checkbox marked **Final Return**.

Final Return?  Enter date business sold/terminated:

If business is sold, a new owner should complete a new application for a new account number. Furnish new owner's name.

New Owner:

Check applicable boxes for address changes only: (Please verify that the new address has been entered on the business location page.)

New **mailing** address

New **location** address

9. Type in the fields and click the checkboxes applicable to the final return.
10. Click **Next** to continue filing.

# Chapter 8

## Managing Return Center

The Return Center allows you to view the status of each return you have started. To begin viewing returns, place your mouse-pointer over **My Returns** on the menu bar. Select **Return Center** from the drop-down menu.

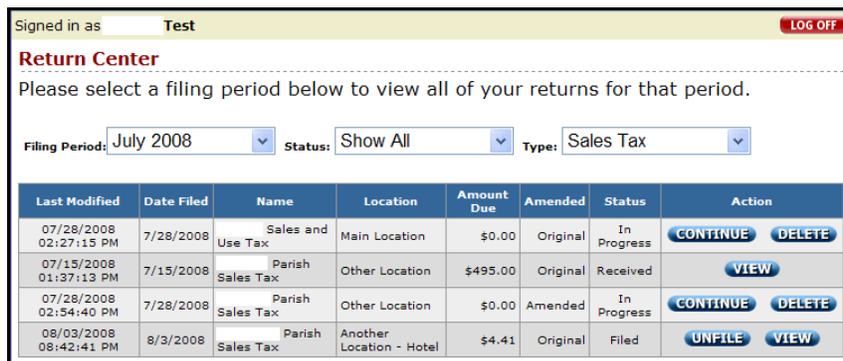
Each return listed in the table will have a status.

<p><b>Status Descriptions:</b></p> <p><b>IN PROGRESS</b> - Return has been created but not filed and is not available to be received by the tax authority</p> <p><b>FILED</b> - Return has been filed and waiting to be downloaded by the tax authority</p> <p><b>RECEIVED</b> - Return has been downloaded and processed by the tax authority</p>
<p><b>Action Descriptions:</b></p> <p><b>CONTINUE</b> - To complete a return that has been created but not filed</p> <p><b>UNFILE</b> - To make changes to a return that has been filed but not downloaded by the tax authority</p> <p><b>VIEW</b> - To review and/or print a return that has been filed and processed by the tax authority</p> <p><b>DELETE</b> - To delete a return that has not been filed</p>

## Searching for Returns

▼ **To search for a return:**

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Center** from the drop-down menu. The **Return Center** page appears.



3. To search for a return by **Filing Period**, select a filing period from the drop-down menu. The returns of that filing period appear in a table.
4. To search for a return by **Status**, select a status from the drop-down menu. The returns of that status appear in a table.
5. To search for a return by **Type**, select a type from the drop-down menu. The returns of that type appear in a table.

# Continuing a Saved Return

## ▼To continue a saved return:

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Center** from the drop-down menu. The **Return Center** page appears.
3. Search for the return you wish to continue filing. Only returns with a status of **In Progress** can be continued.



The screenshot shows the 'Return Center' page. At the top, there is a navigation menu with 'Home', 'File Return', 'My Returns', 'Account Center', 'Lookup', and 'Support'. Below the menu, it says 'Signed in as Test' with a 'LOG OFF' button. The page title is 'Return Center' and it asks the user to select a filing period. The 'Filing Period' is set to 'July 2008', 'Status' is 'Show All', and 'Type' is 'Sales Tax'. Below this is a table with the following data:

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status	Action
07/28/2008 02:27:15 PM	7/28/2008	Sales and Use Tax	Main Location	\$0.00	Original	In Progress	<a href="#">CONTINUE</a> <a href="#">DELETE</a>

4. Click **Continue** in the row of the return. The return appears on a new page.

# Un-filing a Return

## ▼To un-file a return:

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Center** from the drop-down menu. The **Return Center** page appears.
3. Search for the return you wish to un-file. Only returns with a status of **Filed** can be un-filed.



The screenshot shows the 'Return Center' page. At the top, there is a navigation menu with 'Home', 'File Return', 'My Returns', 'Account Center', 'Lookup', and 'Support'. Below the menu, it says 'Signed in as Test' with a 'LOG OFF' button. The page title is 'Return Center' and it asks the user to select a filing period. The 'Filing Period' is set to 'July 2008', 'Status' is 'Show All', and 'Type' is 'Sales Tax'. Below this is a table with the following data:

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status	Action
07/15/2008 01:37:13 PM	7/15/2008	Parish Sales Tax	Other Location	\$495.00	Original	Filed	<a href="#">UNFILE</a> <a href="#">VIEW</a>

4. Click **Un-File** in the row of the return. A confirmation message appears.



The screenshot shows the 'Confirm Unfile Return' page. At the top, there is a navigation menu with 'Home', 'File Return', 'My Returns', 'Account Center', 'Lookup', and 'Support'. Below the menu, it says 'Signed in as Test' with a 'LOG OFF' button. The page title is 'Confirm Unfile Return' and it asks the user to confirm if they want to unfile the return. The text says: 'Are you sure you want to unfile this return? Your confirmation number will be removed and you will have to refile this return to receive a new confirmation number.' Below this, it says 'Parish Sales Tax - July 2008' and there are two buttons: 'Yes' and 'NO!'.

5. To confirm that you wish to un-file the return and remove the confirmation number, click **Yes**. The return appears in the table with a status of **In Progress**.
6. To cancel the un-filing, click **No**.

## Viewing a Filed Return

### ▼To view a filed return:

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Center** from the drop-down menu. The **Return Center** page appears.
3. Search for the return you wish to view. Only returns with a status of **Filed** or **Received** can be viewed as a PDF copy.



The screenshot shows the 'Return Center' page. At the top, there is a navigation menu with 'Home', 'File Return', 'My Returns', 'Account Center', 'Lookup', and 'Support'. Below the menu, it says 'Signed in as Test' with a 'LOG OFF' button. The page title is 'Return Center'. Below the title, there is a prompt: 'Please select a filing period below to view all of your returns for that period.' There are three dropdown menus: 'Filing Period: July 2008', 'Status: Show All', and 'Type: Sales Tax'. Below these is a table with the following data:

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status	Action
07/15/2008 01:37:13 PM	7/15/2008	Parish Sales Tax	Other Location	\$495.00	Original	Received	<a href="#">VIEW</a>

4. Click **View** in the row of the return. A new window appears with a PDF copy of the return.

## Printing Returns

### ▼To print a return:

1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Center** from the drop-down menu. The **Return Center** page appears.
3. Search for the return you wish to print. Only returns with a status of **Filed** or **Received** can be printed from a PDF file.



This screenshot is identical to the one above, showing the 'Return Center' page with the same navigation menu, user information, filters, and table of returns.

4. Click **View** in the row of the return. A new window appears with a PDF copy of the return.
5. Click the printer icon in the upper-left corner of the PDF viewer or print normally from your web browser.

# Deleting Returns

## ▼To delete a return:

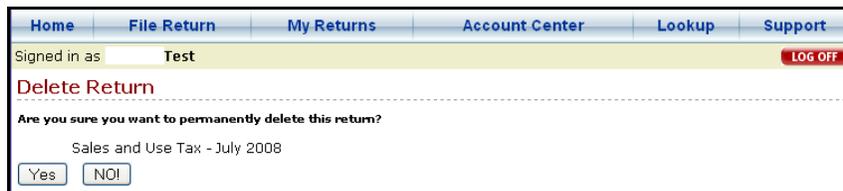
1. Place your mouse-pointer over **My Returns** on the menu bar.
2. Select **Return Center** from the drop-down menu. The **Return Center** page appears.
3. Search for the return you wish to delete. Only returns with a status of **In Progress** can be deleted.



The screenshot shows the 'Return Center' page. At the top, there is a navigation bar with links: Home, File Return, My Returns, Account Center, Lookup, and Support. Below the navigation bar, it says 'Signed in as Test' with a 'LOG OFF' button. The main heading is 'Return Center' followed by the instruction 'Please select a filing period below to view all of your returns for that period.' There are three dropdown menus: 'Filing Period' set to 'July 2008', 'Status' set to 'Show All', and 'Type' set to 'Sales Tax'. Below these is a table with the following data:

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status	Action
07/28/2008 02:27:15 FM	7/28/2008	Sales and Use Tax	Main Location	\$0.00	Original	In Progress	<a href="#">CONTINUE</a> <a href="#">DELETE</a>

4. Click **Delete** in the row of the return. A confirmation message appears.



The screenshot shows the 'Delete Return' confirmation page. At the top, there is a navigation bar with links: Home, File Return, My Returns, Account Center, Lookup, and Support. Below the navigation bar, it says 'Signed in as Test' with a 'LOG OFF' button. The main heading is 'Delete Return' followed by the question 'Are you sure you want to permanently delete this return?'. Below the question, it says 'Sales and Use Tax - July 2008'. There are two buttons: 'Yes' and 'NO!'. Note that the 'NO!' button has an exclamation point.

5. To permanently delete the return, click **Yes**. The return no longer appears in the table.
6. To cancel deletion, click **No**.

# Chapter 9

## Managing Business Locations

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### Adding Business Locations

▼To add a business location:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Manage Locations** from the drop-down menu. The **Business Location Information** page appears.

The screenshot shows the 'Account Center' menu bar with options: File Return, My Returns, Account Center, Lookup, Support, and FAQ. Below the menu bar, it says 'Signed in as RAMTestTaxpayer' with a 'LOG OFF' button. The main heading is 'Business Location Information'. Below this, there is instructional text: 'If your company has multiple physical business locations, add them each here. To add a new physical business location, click the Add New Location button.' and 'To view or edit existing business locations, select the location name from the drop-down list.' There is also text about applying for an Authority Account Number. A dropdown menu is set to 'RAM Test Location 1' with a note '(You have added 1 physical business locations.)'. At the bottom, there is a button labeled 'Add New Location'.

3. Click the **Add** button. Enter information for one business location at a time.

The form is titled 'Business Location Information' and contains the following fields and sections:

- Instruction: 'To make changes to your account information, edit the appropriate field below, and click 'Save'.'
- Requirement: 'All Fields except Address Line 2's are required'
- Checkbox:  Copy Relevant Informant from User Profile
- Location Name:  (Enter the name for this Location (this WILL appear on tax returns).)
- Phone:  (Ex: 123-456-7890)
- Fax:  (Ex: 123-456-7890)
- Email:
- State Tax ID:   Applied For
- Section: **Physical Location of Business**
- Line 1:
- Line 2:
- City:
- State:
- Zip:
- Country:
- Section: **Mailing Address - check one of the options below to autofill or enter a new address**
- Options:  Same as Location Address,  Same as User Address,  Same as Company Address
- Line 1:
- Line 2:
- City:
- State:
- Zip:
- Country:
- Section: **Import ID 1**
- Close Location:  Check to mark this Location as Closed(all Parishes setup for this location will be notified)

4. In the **Location Name** field, type a name for the location. This name will appear on tax returns, but can be any name you choose.
5. In the **State Tax ID** field, type your state Tax ID. If you have already applied for a state Tax ID, click the checkbox marked **Applied For** and continue.
6. In the **Business Location Information** fields, click the checkboxes to copy relevant information from previous pages, or type your business location information.
7. If you do not need to apply for an Authority Account Number for this business location, click the circle marked **No**. Click **Save**. The **Business Location Information** page appears, and an Import ID has been assigned to the location.
8. If you need to apply for an Authority Account Number for this business location, click the circle marked **Yes**. See **Applying for an Authority Account Number**.

## Applying for an Authority Account Number at an Existing Location

### ▼ Before applying for an Authority Account Number at an existing location:

1. Confirm that your **Corporate Information** is accurate and complete:
2. Place your mouse-pointer over **Account Center** on the menu-bar.
3. Place your mouse-pointer over **Account Settings** in the drop-down menu.
4. Click **Corporate Information** in the right drop-down menu.
5. At the bottom of the form, click in the **Type of Organization** circle.
6. Type information for up to four company owners (Except for Individual Organizations). The Agent for Service is usually the attorney who incorporated the company.
7. Click **Save**. A success message appears.

### ▼ To apply for an Authority Account Number at an existing location:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Manage Locations** from the drop-down menu. The **Business Location Information** page appears.

File Return | My Returns | Account Center | Lookup | Support | FAQ

Signed in as RAMTestTaxpayer LOG OFF

### Business Location Information

If your company has multiple physical business locations, add them each here. To add a new physical business location, click the **Add New Location** button.

To view or edit existing business locations, select the location name from the drop-down list.

**To apply for an Authority Account Number, select the location name from the drop-down list. Then, click the circle next to Yes at the bottom of the screen and complete the registration form.**

Choose the Location: RAM Test Location 1  
(You have added 1 physical business locations.)

To Add a PHYSICAL BUSINESS LOCATION click below

**Add New Location**

3. Select a **Location** from the drop-down menu. The **Business Location Information** page appears.
4. At the bottom of the form, click the circle marked **Yes**.

Do you need to apply for an Authority Account Number for this location? If so there is additional information that is needed. By clicking Yes, you are authorizing this system to send an application to the specified Authorities.

No  Yes

5. Check the boxes next to the types of returns you will be filing. You will receive a temporary Authority Account Number for each return you select.
6. Type information in the fields as instructed on the form.

Sales Tax  Hotel Tax

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Caddo-Shreveport Sales Tax   
  Calcasieu   
  Caldwell Sales Tax  
 Catahoula Sales Tax   
  Concordia Sales Tax   
  East Carroll Sales Tax  
 East Feliciana Parish   
  Franklin Sales Tax   
  Louisiana Dept of Revenue  
 Rapides Sales Tax   
  Tensas Sales Tax

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**1. Reason For Applying**

A. Started New Business  
 B. Purchased Ongoing Business  
 C. Open Additional Location  
 D. Merger  
 E. Change of Name  
 F. Other

**2.**

A. Federal Identification Number   Applied For

B. NAICS (North American Industry Classification System) Code  ( If unknown please leave blank)

C. How many locations in this parish?

**3.**

A. First Date Sales will be made from this location:

B. Date business first started operations:

**4. Nature of Business**

Retail Sales   
  Repair Service   
  Retail Service   
  Wholesale  
 Manufacturing/Fabricating   
  Contractor   
  Other

Describe your business:

**5. Requested reporting status**

Monthly   
 Quarterly   
 Semi-Annually   
 Annual   
 Occasional/Irregular

Reporting frequency and filing status will be determined by the Administrator according to parish policy. Businesses with a location within a parish will automatically be registered to file on a monthly basis. Occasional/irregular filers are intended for those businesses (1) that do not have a location within the parish and do not intend on doing business on a regular basis or (2) business that performs services that are not taxable.

**6. Where do you anticipate your taxable transactions to occur?**

Parish Wide  
 State Wide  
 Other

7. Click **Save**.

## Applying for an Authority Account Number at a New Location

### ▼ Before applying for an Authority Account Number at a new location:

1. Confirm that your **Corporate Information** is accurate and complete:
2. Place your mouse-pointer over **Account Center** on the menu-bar.
3. Place your mouse-pointer over **Account Settings** in the drop-down menu.
4. Click **Corporate Information** in the right drop-down menu.
5. At the bottom of the form, click in the **Type of Organization** circle.
6. Type information for up to four company owners (Except for Individual Organizations). The Agent for Service is usually the attorney who incorporated the

- company.
- Click **Save**. A success message appears.

▼ **To apply for an Authority Account Number at a new location:**

- Place your mouse-pointer over **Account Center** on the menu bar.
- Select **Manage Locations** from the drop-down menu. The **Business Location Information** page appears.

- Click the **Add** button. Enter information for one business location at a time.

- In the **Location Name** field, type a name for the location. This name will appear on tax returns, but can be any name you choose.
- In the **State Tax ID** field, type your state Tax ID. If you have already applied for a state Tax ID, click the checkbox marked **Applied For** and continue.

6. In the **Business Location Information** fields, click the checkboxes to copy relevant information from previous pages, or type your business location information.
7. Click the circle marked **Yes**.

Do you need to apply for an Authority Account Number for this location? If so there is additional information that is needed. By clicking Yes, you are authorizing this system to send an application to the specified Authorities.

No    Yes

8. Check the boxes next to the types of returns you will be filing. You will receive a temporary Authority Account Number for each return you select.
9. Type information in the fields as instructed on the form.

Sales Tax    Hotel Tax

---

Caddo-Shreveport Sales Tax    Calcasieu    Caldwell Sales Tax  
 Catahoula Sales Tax    Concordia Sales Tax    East Carroll Sales Tax  
 East Feliciana Parish    Franklin Sales Tax    Louisiana Dept of Revenue  
 Rapides Sales Tax    Tensas Sales Tax

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**1. Reason For Applying**

A. Started New Business  
 B. Purchased Ongoing Business  
 C. Open Additional Location  
 D. Merger  
 E. Change of Name  
 F. Other

**2.**

A. Federal Identification Number  
    Applied For

B. NAICS (North American Industry Classification System) Code  
 ( If unknown please leave blank)

C. How many locations in this parish?

**3.**

A. First Date Sales will be made from this location:

B. Date business first started operations:

**4. Nature of Business**

Retail Sales    Repair Service    Retail Service    Wholesale  
 Manufacturing/Fabricating    Contractor    Other

Describe your business:

**5. Requested reporting status**

Monthly    Quarterly    Semi-Annually    Annual    Occasional/Irregular

Reporting frequency and filing status will be determined by the Administrator according to parish policy. Businesses with a location within a parish will automatically be registered to file on a monthly basis. Occasional/irregular filers are intended for those businesses (1) that do not have a location within the parish and do not intend on doing business on a regular basis or (2) business that performs services that are not taxable.

**6. Where do you anticipate your taxable transactions to occur?**

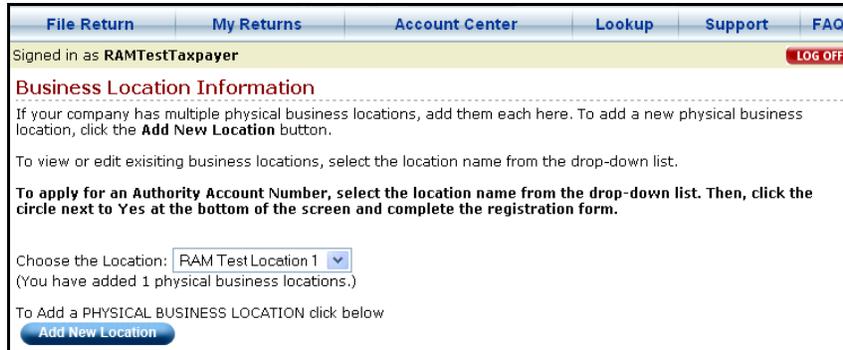
Parish Wide  
 State Wide  
 Other

10. Click **Save**. The **Business Location Information** page appears, and an Import ID has been assigned to the location.

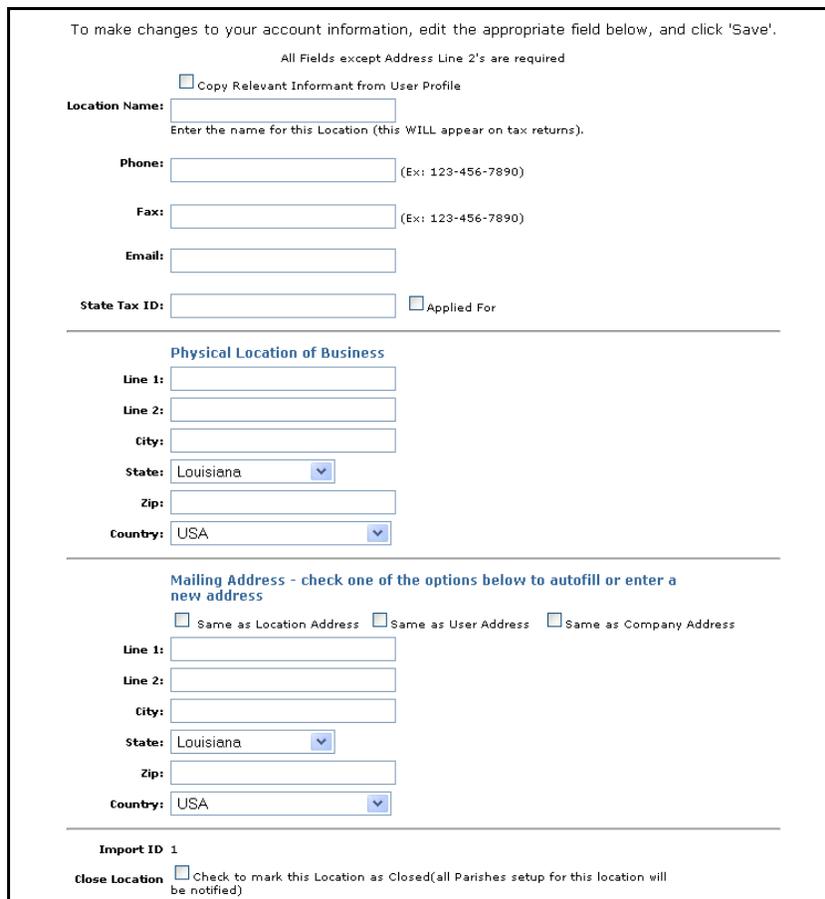
# Editing Business Locations

## ▼To edit a business location:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Manage Locations** from the drop-down menu. The **Business Location Information** page appears.



3. Select a location from the drop-down menu. The **Business Location Information** page appears.

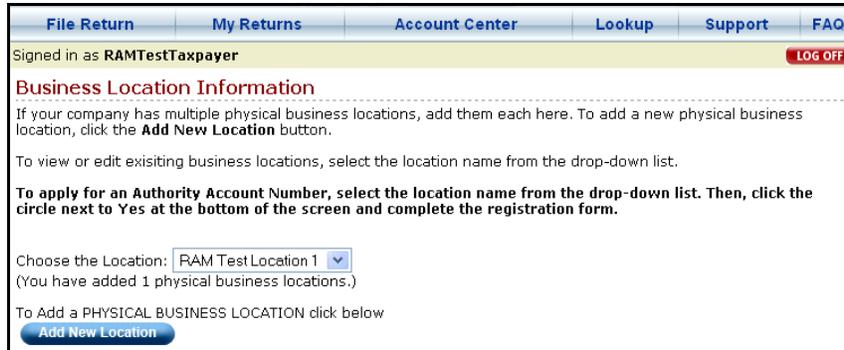


4. Type in the fields you wish to edit.
5. Click **Save**. A success message appears.

# Marking a Business Location as Closed

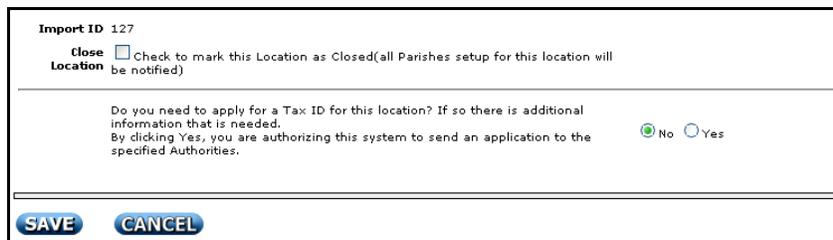
## ▼To mark a business location as closed:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Select **Manage Locations** from the drop-down menu. The **Business Location Information** page appears.



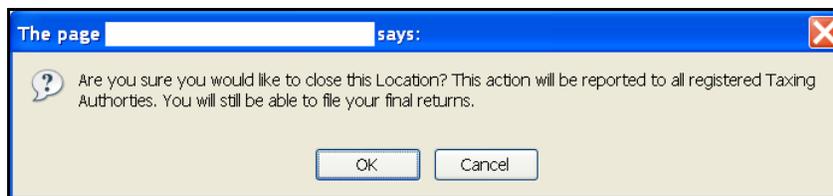
The screenshot shows a web application interface with a navigation menu at the top containing 'File Return', 'My Returns', 'Account Center', 'Lookup', 'Support', and 'FAQ'. Below the menu, it indicates the user is signed in as 'RAMTestTaxpayer' with a 'LOG OFF' button. The main content area is titled 'Business Location Information' and contains instructions: 'If your company has multiple physical business locations, add them each here. To add a new physical business location, click the Add New Location button.' It also states: 'To view or edit existing business locations, select the location name from the drop-down list.' A section titled 'To apply for an Authority Account Number, select the location name from the drop-down list. Then, click the circle next to Yes at the bottom of the screen and complete the registration form.' Below this, there is a dropdown menu labeled 'Choose the Location:' with 'RAMTest Location 1' selected. A note says '(You have added 1 physical business locations.)' and a button labeled 'Add New Location' is visible at the bottom.

3. Select a location from the drop-down menu. The **Business Location Information** page appears.



The screenshot shows a dialog box titled 'Close Location' with 'Import ID 127' at the top. It contains a checkbox labeled 'Close Location' with the text 'Check to mark this Location as Closed(all Parishes setup for this location will be notified)'. Below the checkbox, there is a question: 'Do you need to apply for a Tax ID for this location? If so there is additional information that is needed. By clicking Yes, you are authorizing this system to send an application to the specified Authorities.' There are two radio buttons, 'No' (which is selected) and 'Yes'. At the bottom of the dialog box, there are two buttons: 'SAVE' and 'CANCEL'.

4. Click the checkbox marked **Mark this Location as Closed**. A confirmation box appears.



The screenshot shows a confirmation dialog box with a blue title bar that says 'The page says:'. The main text of the dialog box reads: 'Are you sure you would like to close this Location? This action will be reported to all registered Taxing Authorities. You will still be able to file your final returns.' At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

5. To confirm that you wish to mark the location as closed, click **OK**.
6. To cancel closing the location click **Cancel**.
7. Click **Save**. A success message appears.

# Chapter 10

## Managing User Accounts

---

### Editing User Account Information

▼ To edit user account information:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Click **User Information** on the right drop-down menu. The **User Information** page appears.

The screenshot shows the 'User Information' page. At the top, there is a navigation bar with links: File Return, My Returns, Account Center, Lookup, Support, and FAQ. Below the navigation bar, it says 'Signed in as RAMTestTaxpayer' and 'LOG OFF'. The main heading is 'User Information' with a sub-heading 'To make changes to your account information, edit the appropriate field below, and click 'Save''. The form contains fields for First Name, Last Name, Phone, Fax, and Email, each with a placeholder text and an asterisk. Below these is a section for 'Contact Address' with fields for Line 1, Line 2, City, State (set to Louisiana), Zip, and Country (set to USA). At the bottom, there are two checkboxes for email notifications and reminders, and a 'SAVE' and 'CANCEL' button.

4. Type in the fields you wish to edit.
5. Click **Save**. A success message appears.

### Editing Corporate Information

▼ To edit company information:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Click **Corporate Information** on the right drop-down menu. The **Corporate Information** page appears.

Signed in as **RAMTestTaxpayer** LOG OFF

### Corporate Information

To make changes to your account information, edit the appropriate field below, and click 'Save'.

Required fields are marked with a \*

**Company:** \* (Enter the name of your company as it appears on your tax returns.)

**Phone:** \* (Ex: 123-456-7890)

**Fax:**  (Ex: 123-456-7890)

**Email:** \*

---

#### Mailing Address

**Line 1:** \*

**Line 2:**

**City:** \*

**State:** \*

**Zip:** \*

**Country:** \*

---

Please complete these additional required fields if you need to apply for a Authority Account Number through this system. Fields marked with a \* are required.

#### Type of Organization

Individual   
 Partnership   
 Corporation   
 LLC  
 LLP   
 Governmental   
 Non-Profit   
 Other

#### Solo Owner/ First Owner

**Name:** \*    **Title:** \*

**Address:** \*    **City:** \*    **State:** \*    **Zip:** \*

**Phone:** \*    **SSN:** \*

4. Type in the fields you wish to edit.
5. Click **Save**. A success message appears.

## Changing Your Password

### ▼ To change your password:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Click **Change Password** on the right drop-down menu. The **Change Password** page appears.

Signed in as  LOG OFF

### Change Password

- Passwords must be between 6 and 10 characters in length.
- Passwords must contain at least 1 number.
- Passwords must contain at least 1 upper case letter and 1 lower case letter.

Enter your **Current Password**:

Choose a **New Password**:

Confirm your **New Password**:

To Reset your Secret Question/Answer click [here](#).

**SAVE**   **CANCEL**

4. In the **Current Password** field, type your current password.
5. In the **New Password** field, type a new password. In the **Confirm New Password** field, type the new password again.

**Note:** Passwords must be at least six characters long, contain at least one number,  
Page 47 of 67

and contain at least one capitalized letter.

6. Click **Save**. A success message appears.

## Changing Your Secret Question and Answer

### ▼To change your secret question and answer:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Click **Change Password** on the right drop-down menu. The **Change Password** page appears.

Signed in as [ ] **LOG OFF**

### Change Password

- Passwords must be between 6 and 10 characters in length.
- Passwords must contain at least 1 number.
- Passwords must contain at least 1 upper case letter and 1 lower case letter.

Enter your **Current Password**:

Choose a **New Password**:

Confirm your **New Password**:

[To Reset your Secret Question/Answer click here.](#)

**SAVE** **CANCEL**

4. Click the link **To Reset your Secret Question/Answer**. The **Set Login Question/Answer** page appears.

Signed in as [ ] **LOG OFF**

### Set Your Login Secret Question and Answer

If you forget your password or must reset an expired password, you will be asked the question below and must provide the answer. The answer should be something that you will always know. Here are a few suggestions for the question:

- What is the first and last name of your first boyfriend or girlfriend? [Use this question?](#)
- Which phone number do you remember most from your childhood? [Use this question?](#)
- What was your favorite place to visit as a child? [Use this question?](#)
- Who is your favorite actor, musician, or artist? [Use this question?](#)
- What is your favorite hobby? [Use this question?](#)

**Secret Question:**

**Secret Answer:**  (20 Characters Max)

**SAVE** **BACK**

5. Type in the fields you wish to edit.
6. Click **Save**. The **File Return** page appears. Your Secret Question and Answer have been successfully saved.

## Setting Email Notifications

### ▼To set email notifications:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Click **User Information** on the right drop-down menu. The **User Information** page appears.

Signed in as **Test** LOG OFF

### User Information

To make changes to your account information, edit the appropriate field below, and click 'Save'.

**First Name:**  (Enter your first name.)

**Last Name:**  (Enter your last name.)

**Phone:**  (Ex: 123-456-7890)

**Fax:**  (Ex: 123-456-7890)

**Email:**

---

**Contact Address**

**Line 1:**

**Line 2:**

**City:**

**State:**  ▼

**Zip:**

**Country:**  ▼

---

Please check this box if you would like to receive e-mail notifications of form/rate changes.

Please check this box if you would like to receive reminders if your returns are not filed.  
Please select the day of the month to receive the reminders.  ▼

---

**SAVE** **CANCEL**

4. Click the first checkbox to receive email notifications of **form or rate changes** for returns you are registered to file.
5. Click the second checkbox to receive email reminders to **file returns**. Select the day of the month to receive emails from the drop-down menu.
6. Click **Save**.
7. To undo any of these settings, click the checkbox so that the checkbox is blank. Click **Save**.

# Chapter 11

## Managing Clerical Users

---

### Creating Clerical Users

▼ To create a clerical user:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Select **New Clerical User** from the right drop-down menu. The **New User Account** page appears.

The screenshot shows the 'New User Account for Your Business' page. At the top, there is a navigation bar with links: Home, File Return, My Returns, Account Center, Lookup, and Support. Below the navigation bar, it says 'Signed in as Test' and a 'LOG OFF' button. The main heading is 'New User Account for Your Business'. Below this, there is a paragraph of instructions: 'To create additional users that can work with your business' returns, complete the following information and set up a user name and password. You may also restrict the user you create to work only on particular locations for your business.' Below the instructions is a privacy notice: 'Any personal information collected is used within ParishE-File.revenue.la.gov to authenticate your account with the appropriate Taxing Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.' The form fields are: 'Type of Account:' with a dropdown menu showing 'secondary standard user' selected; 'First Name:' with a text box and '(Enter your first name.)'; 'Last Name:' with a text box and '(Enter your last name.)'; 'Phone:' with a text box and '(Ex: 123-456-7890)'; 'Fax:' with a text box and '(Ex: 123-456-7890)'; 'Email:' with a text box; 'Contact Address' section with 'Line 1:', 'Line 2:', 'City:', 'State:' (dropdown menu showing 'Louisiana'), 'Zip:', and 'Country:' (dropdown menu showing 'USA'); and 'Username:' with a text box. At the bottom of the form are three buttons: 'BACK', 'NEXT', and 'CANCEL'.

4. Select the type of user account from the drop-down menu. Refer to the Clerical Users table to determine which type to choose based on the privileges it allows.
5. Type the contact information for the new user.

**Note:** The system emails the default password for this account to the email address provided in this field.

6. In the **User Name** field, type a user name for the clerical user.
7. Click **Next**. See **Assigning Clerical User Locations, Step 4**.

### Assigning Clerical User Locations

▼ To assign a clerical user location:

1. Place your mouse-pointer over **Account Center** on the menu bar.

2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Select **Manage Clerical Users** from the right drop-down menu. The **User Location Permissions** page appears.

4. Select a user from the drop-down menu. Current settings and information for that user appear in the fields below. Available locations for the user appear in the box marked **Locations Available**.
5. To assign a location to a user, click on an available location. Click the **>** arrow to move it to the box marked **Locations Permitted**.
6. To assign all locations to a user, click the **>>** arrows. All locations appear in the box marked **Locations Permitted**.

## Un-Assigning Clerical User Locations

### ▼ To un-assign a clerical user location:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Select **Manage Clerical Users** from the right drop-down menu. The **User Location Permissions** page appears.

Signed in as **Test** LOG OFF

### Choose User : User Location Permissions

SecondaryUser

**Locations Available:** >>  
>  
<  
<<  
<No Locations Available>

**Locations Permitted For User:**  
Other Location  
Main Location  
Another Location - Hotel

**User Info**

First Name: Secondary Standard  
Last Name: User  
Phone: 2252150100  
Fax:  
Email: user@secondary.com

**Contact Address**

Line 1: 7117 Florida Blvd  
Line 2:  
City: Baton Rouge  
State: Louisiana  
Zip: 70806  
Country: USA

Uncheck to Deactivate this User.

**BACK** **CANCEL** **SAVE**

4. Select a user from the drop-down menu. Current settings and information for that user appear in the fields below. Permitted locations for the user appear in the box marked **Locations Permitted**.
5. To un-assign a location from a user, click on a permitted location. Click the < arrow to move it to the box marked **Available Locations**.
6. To un-assign all locations from a user, click the << arrows. All locations appear in the box marked **Locations Available**.

## Editing Clerical User Information

### ▼ To edit clerical user information:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Select **Manage Clerical Users** from the right drop-down menu. The **User Location Permissions** page appears.

Signed in as **Test** LOG OFF

**Choose User : User Location Permissions**

SecondaryUser

**Locations Available:**

Other Location

**Locations Permitted For User:**

Main Location  
Another Location - Hotel

>>  
>  
<  
<<

---

**User Info**

First Name: Secondary Standard

Last Name: User

Phone: 2252150100

Fax:

Email: user@secondary.com

---

**Contact Address**

Line 1: 7117 Florida Blvd

Line 2:

City: Baton Rouge

State: Louisiana

Zip: 70806

Country: USA

Uncheck to Deactivate this User.

BACK
CANCEL
SAVE

4. Select a user from the drop-down menu. Current settings and information for that user appear in the fields below.
5. Type in the fields you wish to edit.
6. Click **Save**.

## Deactivating Clerical Users

### ▼ To deactivate a clerical user:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Select **Manage Clerical Users** from the right drop-down menu. The **User Location Permissions** page appears.

Signed in as **Test** LOG OFF

**Choose User : User Location Permissions**

SecondaryUser

<p><b>Locations Available:</b></p> <p>Other Location</p>	<p>&gt;&gt;</p> <p>&gt;</p> <p>&lt;</p> <p>&lt;&lt;</p>	<p><b>Locations Permitted For User:</b></p> <p>Main Location</p> <p>Another Location - Hotel</p>
--	---	--

**User Info**

First Name: Secondary Standard

Last Name: User

Phone: 2252150100

Fax:

Email: user@secondary.com

**Contact Address**

Line 1: 7117 Florida Blvd

Line 2:

City: Baton Rouge

State: Louisiana

Zip: 70806

Country: USA

Uncheck to Deactivate this User.

BACK CANCEL SAVE

4. Select a user from the drop-down menu. Current settings and information for that user appear in the fields below.
5. Click the checkbox marked **Deactivate this User** so that the checkbox does not have a check in it.

Uncheck to Deactivate this User.

6. Click **Save**.

## Reactivating Clerical Users

### ▼ To reactivate a clerical user:

1. Place your mouse-pointer over **Account Center** on the menu bar.
2. Place your mouse-pointer over **Account Settings** on the drop-down menu.
3. Select **Manage Clerical Users** from the right drop-down menu. The **User Location Permissions** page appears.

Signed in as **Test** LOG OFF

### Choose User : User Location Permissions

SecondaryUser

Locations Available:	Locations Permitted For User:
Other Location	Main Location Another Location - Hotel

User Info

First Name: Secondary Standard

Last Name: User

Phone: 2252150100

Fax:

Email: user@secondary.com

Contact Address

Line 1: 7117 Florida Blvd

Line 2:

City: Baton Rouge

State: Louisiana

Zip: 70806

Country: USA

Uncheck to Deactivate this User.

**BACK** **CANCEL** **SAVE**

- Select a user from the drop-down menu. Current settings and information for that user appear in the fields below.
- Click the checkbox marked **Deactivate this User** so that the checkbox has a check in it.

Uncheck to Deactivate this User.

- Click **Save**.

# User Privileges Table

	Secondary Standard User	File-and-Pay User	File-Only User	Pay-Only User
<b>Privileges:</b>				
Lookup Parish Information and Tax Rates	X	X	X	X
Manage Company Information	X			
Manage Business Locations	X	X		
Set up New Returns	X	X	X	
Import Return Files	X	X	X	
File Returns	X	X	X	
Un-file Returns	X	X	X	X
View and Print Returns	X	X	X	X
Delete Existing Returns	X	X	X	X
Manage Payment Accounts (Including ACH Set up)	X	X		X
Make Payments/ Pay Pending Returns	X	X		X
Manage Personal User Information	X	X	X	X
Manage Personal Password	X	X	X	X
Activate email notifications and reminders	X	X	X	X
Create Clerical Users	X			
Manage Clerical Users	X			
Deactivate Clerical Users				

# Appendix A

## Importing Return Files – Taxpayer

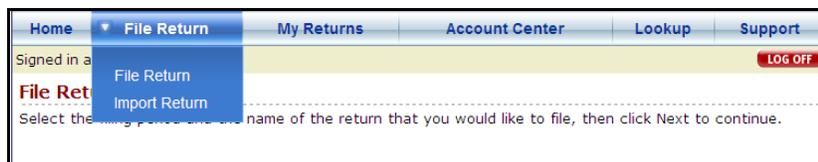
---

The Import is accomplished with a comma delimited text file. The file can contain multiple returns with different locations.

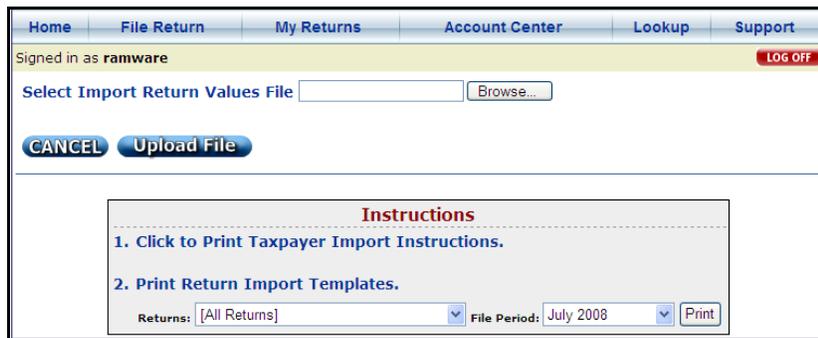
Create the import file using the program of your choice. Be sure to save your import file in a secure and accessible location. Refer to the **File Structure** guide to ensure your file is formatted correctly and meets the specifications for the return and period.

### ▼To import returns:

1. Place your mouse-pointer over **File Return** on the menu bar.
2. Select **Import Return** from the drop-down menu. The **Import Page** appears.



3. To find the import file, click the **Browse** button.



4. Select the file. Then click **Open**.



5. The file name appears in the field. Click **Upload File**.

6. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file. If there are no errors detected, move to the section below labeled **No Errors**.

**Errors:**

If there are any errors in the file, the import status displays **[Show Errors]**. Click **[Show Errors]** to see the line location and description of the errors.

Import	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 1	07/2008	OK
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 2	07/2008	OK
<input checked="" type="checkbox"/>	Rapides Parish Sales Tax		07/2008	[Show Errors]

The error in following screen shows that the Location Identifier is not valid. The location for Location Identifier 19 has not been setup in the return information. Click **Cancel**.

Import	Return	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 1	07/2008	OK
<input checked="" type="checkbox"/>	Ascension Parish Sales Tax	Location 2	07/2008	OK
<input checked="" type="checkbox"/>	Rapides Parish Sales Tax		07/2008	[Hide Errors] [RAPIDE:7/2008:19.ramware]: Location ID Not Valid For this User. [RAPIDE:7/2008:19.ramware]: This return has not been setup for filing. Please go to Account Information->Return Setup to setup your return.

- Revisit the original file to reconcile the error:  
 ASCENS,7/2008,2  
 Line1,1000  
 Line2,50  
 Line8,100  
 Line8\_Exemption,New Computer  
 ///////////////  
 ASCENS,7/2008,3  
 Line1,1000  
 Line2,50  
 Line8,100  
 Line8\_Explanation,New Computers  
 ///////////////  
**RAPIDE,7/2008,19**  
**Line1,600**  
**Line3,600**  
 ///////////////

The correct Location Identifier for this return is 18, not 19. Edit the information and save the file. Upload the new file following the same procedure.

**No Errors:**

If there are no errors in the file, the import status displays **OK**.

The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to returns that should not be imported.

- To import the checked returns, click **Import**.



- The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Click **Next** to continue the filing process.

**Note:** A successful import does **not** mean that the return has been filed.



# Appendix B

## Importing Return Files – Practitioner

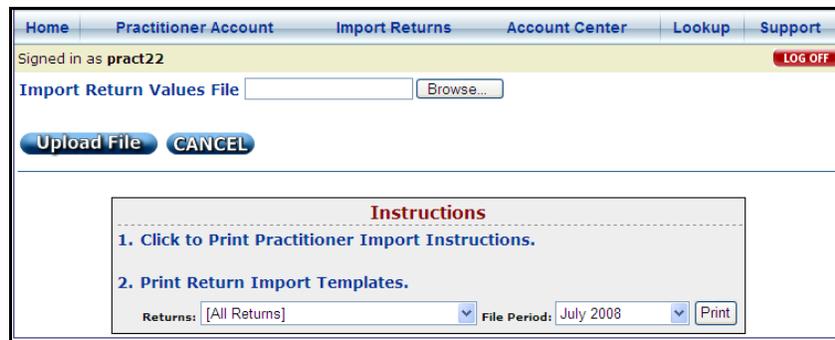
---

The import is accomplished with a comma delimited text file. The file can contain multiple returns with different locations for multiple clients. Clients must already be setup in ParishE-File.com and have authorized you as their Practitioner.

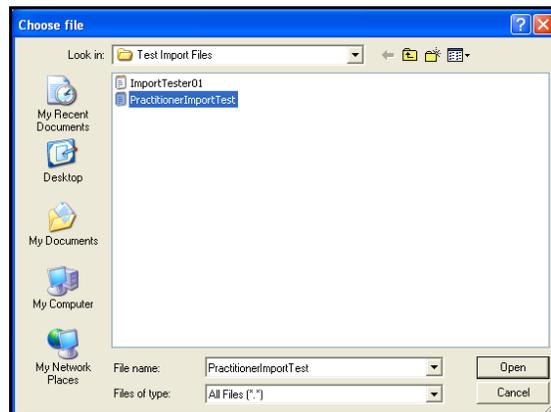
Create the import file using the program of your choice. Be sure to save your import file in a secure and accessible location. Refer to the **File Structure** guide below to ensure your file is formatted correctly and meets the specifications for the return and period.

### ▼ To import returns:

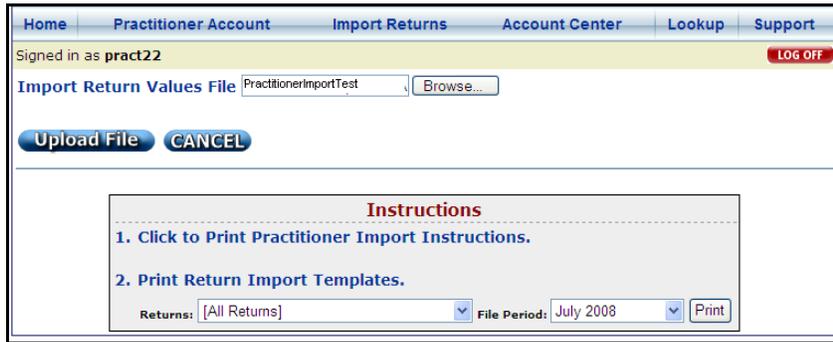
1. Click **Import Returns** on the menu bar. The **Import Page** appears.
2. To find the import file, click the **Browse** button.



3. Select the file. Then click **Open**.



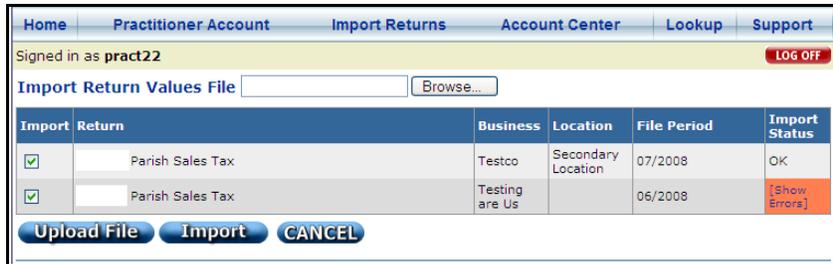
4. The file name appears in the field. Click **Upload File**.



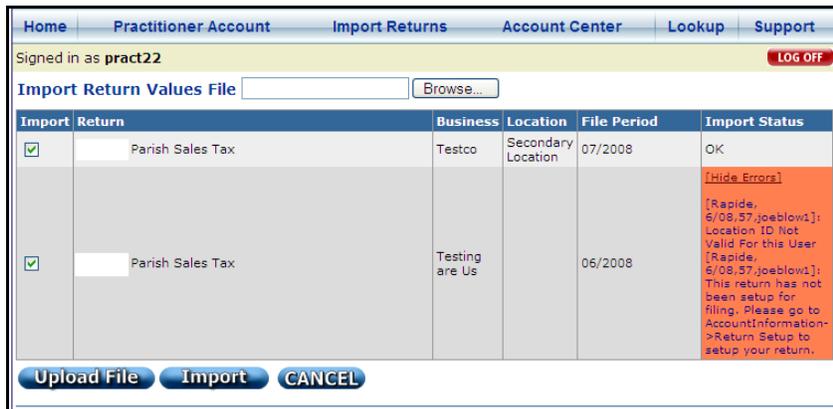
5. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file. If there are no errors detected, move to the section below labeled **No Errors**.

### Errors:

If there are any errors in the file, the import status displays **[Show Errors]**. Click **[Show Errors]** to see the line location and description of the errors.



The error in following screen shows that the Location Identifier and User Name do not correspond. Click **Cancel**.



6. Revisit the original file to reconcile the error:
  - Rapide,6/08,57,joeblow1
  - Line1,10540
  - Line2,20
  - Line3,30
  - Line4,40
  - Line5,50
  - Line6,60
  - Line7,70
  - Line9,90
  - Line10,100

Line8,80  
 Line8\_Explanation,special deduction test  
 LineA\_13,10000.00  
 LineB\_13,10000.00

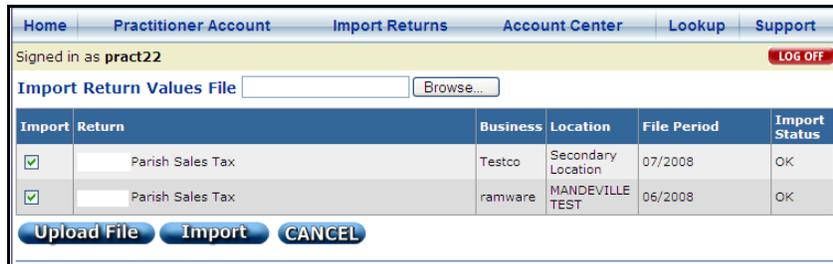
The correct User Name for Location Identifier 57 is joeblow, not joeblow1.  
 Edit the information and save the file. Upload the new file following the same procedure.

**No Errors:**

If there are no errors in the file, the import status displays **OK**.

The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to returns that should not be imported.

- To import the checked returns, click **Import**.



- The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Click **Next** to continue the filing process.

**Note:** A successful import does **not** mean that the return has been filed.



# File Structure

---

There are two parts to the file, the Header and the Return Data. Each return included in the file must contain both parts and a separator.

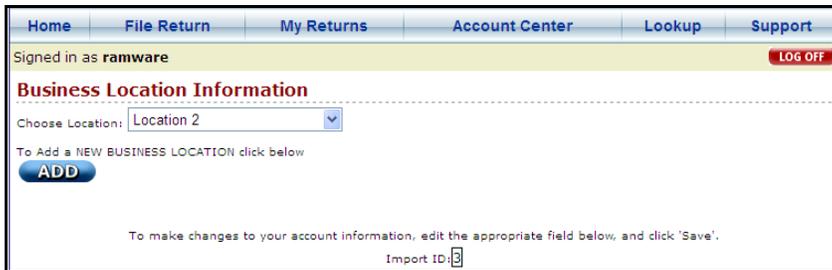
In order to import correctly, the import file must meet the following specifications:

## The Header

The Header line contains the Short Name of the Return, the File Period (MM/YYYY), the Location Identifier, and the User Name of the client.

The Short Name for each return is listed in a table at the end of this document.

The Location Identifier is a numeric ID unique to a business and its location. To find the Location Identifier, select a User Account. Click **Account Center** on the menu bar. Then, click **Business Locations**. Select the location from the drop-down menu. The Location Identifier is the **Import ID**.



The User Name is the User Name listed for the company on the Practitioner Account screen.

The example Header line below indicates a Rapides Parish sales tax return for May 2008, business location with Location Identifier 11, and User Name MyClient1.

### Example Header:

RAPIDE,5/2008,11,MyClient1

## The Return Data

Use the line labels printed on the **Return Import Templates** to determine where to enter amounts and which line labels to use.

### ▼ To access the Templates:

1. Click **Import Returns** on the menu bar. The **Import Page** appears.

Home Practitioner Account Import Returns Account Center Lookup Support

Signed in as **pract22** LOG OFF

Import Return Values File

**Instructions**

1. Click to Print Practitioner Import Instructions.

2. Print Return Import Templates.

Returns:  File Period:

2. Select a **Return** and **File Period** from the drop-down menus. Then, click **Print**.

This is part of the Rapides Parish sales tax return for June 2008:

SALES AND USE TAX REPORT																																																																																									
1. GROSS SALES OF TANGIBLE PERSONAL PROPERTY, LEASES, RENTALS AND SERVICES AS REPORTED TO THE STATE OF LOUISIANA											Line1																																																																														
ALLOWABLE DEDUCTIONS																																																																																									
2. SALES FOR RESALE OR FURTHER PROCESSING (CERTIFICATE ON FILE)											Line2																																																																														
3. CASH DISCOUNTS, SALES RETURNS AND ALLOWANCES											Line3																																																																														
4. SALES DELIVERED OR SHIPPED OUTSIDE ACADIA PARISH											Line4																																																																														
5. SALES OF GASOLINE AND MOTOR FUELS											Line5																																																																														
6. SALES TO THE US GOVT., THE STATE OF LA, ITS POLITICAL SUBDIVISIONS											Line6																																																																														
7. SALES OF FOOD PAID FOR WITH USDA FOOD STAMPS OR WIC VOUCHERS											Line7																																																																														
8. OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)											Line8																																																																														
9. Line8 Explanation											Line9																																																																														
10. Line8 Explanation											Line10																																																																														
11. TOTAL ALLOWABLE DEDUCTIONS (LINE 2 THRU LINE 10)											11.																																																																														
12. ADJUSTED GROSS SALES (LINE 1 MINUS LINE 11)											12.																																																																														
CONSOLIDATED SALES & USE TAX REPORT FOR ACADIA PARISH COMPLETE ONLY COLUMNS IN WHICH TAXABLE ACTIVITY OCCURS																																																																																									
TOTAL LOCAL RATE ----->																																																																																									
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COMPUTATION OF SALES & USE TAX																																																																																									
13. ADJUSTED GROSS SALES TOTAL OF COLUMN MUST EQUAL LINE 12											LineA_13																																																																														
14. PURCHASES SUBJECT TO USE TAX IN EACH JURISDICTION											LineB_13																																																																														
15. TOTAL (LINE 13 PLUS LINE 14)											LineC_13																																																																														
16. TAX DUE - multiply line 15 by % shown in proper column											LineD_13																																																																														
17. EXCESS TAX COLLECTED											LineE_13																																																																														
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Any field on the template without a line label cannot be imported because it is a calculated field.

The Return Data lines contain the line label and dollar amount. To enter Adjusted Gross sales of 1000.00 in Line 13 Column B on the return, enter **LineB\_13,1000.00** in the import file.

If an entry is made on lines 8-10 (other deductions), an explanation is required. Explanations in Lines 8-10 cannot exceed 50 characters.

To enter an Explanation in line 8 on the return, enter **Line8\_Explanation,Newspapers** in the import file.

**Example Return Data:**

Line1,2033.43  
 Line8,33.43  
 Line8\_Explanation,Newspapers  
 LineA\_13,1000.00  
 LineB\_13,1000.00  
 //////////////

The return separator must follow each return, including the last return in the file. It consists of ten forward slashes (/).

Below is an example of a complete import file for multiple taxpayers. This file shows a Louisiana State return for June 2008, Location Identifier 55, MyClient1, **and** a Rapides Parish Sales Tax return for June 2008, Location Identifier 54, MyClient2.

**Example:**

```
LA,6/2008,55,MyClient1
Line1,1000
Line2,50
//////////
RAPIDE,6/2008,54,MyClient2
Line1,1100
Line8,100
Line8_Explanation,Special Deduction
LineA_13,1000
//////////
```

## Short Name List

Hotel/Motel Tax and other specialty tax returns are unavailable until November 1, 2008.

Return	Short Name	Return	Short Name
Acadia Parish Sales Tax	ACADIA	Lafayette Parish Hotel/Motel Tax	LAFAYEHOT
Allen Parish Sales Tax	ALLEN	Lafourche Parish Sales Tax	LAFOUR
Ascension Parish Sales Tax	ASCENS	Lafourche Parish Hotel/Motel Tax	LAFOURHOT
Ascension Parish Hotel/Motel Tax	ASCENSHOT	LaSalle Parish Sales Tax	LASALL
Assumption Parish Sales Tax	ASSUMP	Lincoln Parish Sales Tax	LINCOL
Avoyelles Parish Sales Tax	AVOYEL	Lincoln Parish Hotel/Motel Tax	LINCOLHOT
Beauregard Parish Sales Tax	BEAURE	Livingston Parish Sales Tax	LIVING
Bienville Parish Sales Tax	BIENVI	Livingston Parish Hotel/Motel Tax	LIVINGHOT
Bossier Parish Sales Tax	BOSSIE	Louisiana State Sales Tax	LA
Bossier City Hotel/Motel	BOSSIEHOT	Louisiana State Hotel/Motel Tax	LAHOT
Caddo Parish Sales Tax	CADDO	Louisiana State Hotel/Motel Tax (Orleans Parish & Jefferson Parish)	LAHOTDS
Caddo Parish Hotel/Motel Tax	CADDOHOT	Madison Parish Sales Tax	MADISO
Calcasieu Parish Sales Tax	CALCAS	Morehouse Parish Sales Tax	MOREHO
Calcasieu Parish Hotel/Motel Tax	CALCASHOT	Morehouse Parish Hotel/Motel Tax	MOREHOHOT
Caldwell Parish Sales Tax	CALDWE	Natchitoches Parish Sales Tax	NATCHI
Cameron Parish - NO PARISH SALES TAX COLLECTED		Natchitoches Parish Hotel/Motel Tax	NATCHIHOT
Catahoula Parish Sales Tax	CATAHO	New Orleans Exhibition Hall Authority	NOEXIB
Claiborne Parish Sales Tax	CLAIBO	Orleans Sales/Parking Tax	ORLSAL
Concordia Parish Sales Tax	CONCOR	Orleans Parish Hotel/Motel Tax	ORLHOT
DeSoto Parish Sales Tax	DESOTO	Ouachita Parish Sales Tax	OUACHI
East Baton Rouge Parish Sales Tax	EBATON	Ouachita Parish Hotel/Motel Tax	OUACHIHOT
East Baton Rouge Parish Hotel/Motel Tax	EBRHOT	Plaquemines Parish Sales Tax	PLAQUE
East Carroll Parish Sales Tax	ECARRO	Pointe Coupee Parish Sales Tax	POINTE
East Feliciana Parish Sales Tax	EFELIC	Pointe Coupee Parish Hotel/Motel Tax	POINTEHOT
Evangeline Parish Sales Tax	EVANGE	Rapides Parish Sales Tax	RAPIDE
Franklin Parish Sales Tax	FRANKL	Rapides Parish Hotel/Motel Tax	RAPIDEHOT
Grant Parish Sales Tax	GRANT	Red River Parish Sales Tax	REDRIV
Iberia Parish Sales Tax	IBERIA	Richland Parish Sales Tax	RICHLA
Iberville Parish Sales Tax	IBERVI	Sabine Parish Sales Tax	SABINE
Iberville Parish Hotel/Motel Tax	IBERVIHOT	Sabine Parish Hotel/Motel Tax	SABINEHOT
Jackson Parish Sales Tax	JACKSO	St. Bernard Parish Sales Tax	STBERN
Jackson Parish Hotel/Motel Tax	JACKSOHOT	St. Charles Parish Sales Tax	STCHAR
Jefferson Davis Parish Sales Tax	JDAVIS	St. Charles Parish Hotel/Motel Tax	STCHARHOT
Jefferson Davis Hotel/Motel Tax	JDAVISHOT	St. Helena Parish Sales Tax	STHELE
Jefferson Parish Food and Drug	JEFFER	St. James Parish Sales Tax	STJAME
Jefferson Parish General Sales Tax	JEFFERGS	St. John the Baptist Parish Sales Tax	STJOHN
Jefferson Parish Hotel/Occupancy Tax - East Bank	JEFFERHOE	St. John the Baptist Parish Hotel/Motel Tax	STJOHNHOT
Jefferson Parish Hotel/Occupancy Tax - West Bank	JEFFERHOW	St. Landry Parish Sales Tax	STLAND
Jefferson Parish Food/Drug Airport Tax	JEFFERAFD	St. Martin Parish Sales Tax	SMART
Jefferson Parish General Sales Airport Tax	JEFFERAGS	St. Mary Parish Sales Tax	STMARY
Lafayette Parish Sales Tax	LAFAYE	St. Mary Parish Hotel/Motel Tax	STMARYHOT

St. Tammany Parish Sales Tax	SITTAMM		
Tangipahoa Parish Sales Tax	TANGIP		
Tensas Parish Sales Tax	TENSAS		
Terrebonne Parish Sales Tax	TERREB		
Terrebonne Parish Hotel/Motel Tax	TERREBHOT		
Union Parish Sales Tax	UNION		
Vermilion Parish Sales Tax	VERMIL		
Vermilion Parish Hotel/Motel Tax	VERMILHOT		
Vernon Parish Sales Tax	VERNON		
Vernon Parish Hotel/Motel Tax	VERNONHOT		
Washington Parish Sales Tax	WASHIN		
Washington Rolling Paper Tax	WPJCT		
Webster Parish Sales Tax	WEBSTE		
West Baton Rouge Sales Tax	WBR		
West Baton Rouge Parish Hotel/Motel Tax	WBRHOT		
West Carroll Parish Sales Tax	WCARRO		
West Feliciana Parish Sales Tax	WFELIC		
Winn Parish Sales Tax	WINN		